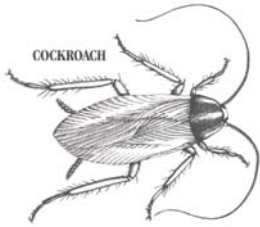
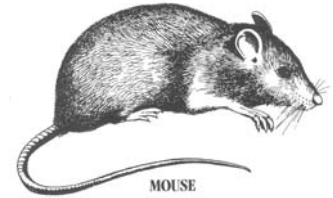


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**TCDSB PEST CONTROL PROGRAM
STANDARD OPERATING PROCEDURE**



The TCDSB Pest Control Program is an Integrated Pest Management Program (IPM). The program is an environmentally friendly approach to pest management that relies **less on pesticide use** and more on everyday practices in dealing with pests by addressing the root causes. **Herbicide use for weed control is prohibited as per TCDSB Board Policy B.G. 03. Pesticide spray for cockroaches, indoor bees/wasps nests or outdoor nests on the school envelope and fumigation is strictly prohibited. No employee shall bring any pesticide product from home or purchase any pesticide product through petty cash for school use.**

1. MICE, COCKROACHES and ANTS

- Step 1. Maintain Good Housekeeping, Sanitation and a Clutter-Free Workplace. Most important step which helps to eliminate a favorable habitat for mice, cockroaches and ants. All schools and offices are encouraged to have two spring cleaning days, one in each semester, where employees and students can discard of unwanted material. Students must clean their desks and lockers weekly. Employees must keep their workstations organized.
- Step 2. Rodent-proof the exterior of the building by eliminating all possible entry portals. Upon initial sightings of mice, custodial staff will order glueboards. (Custodians will clean all mice droppings immediately by vacuuming and sanitizing all visible locations). For cockroach sightings, custodial staff will order cockroach hotels and diatomaceous earth.
- Step 3. Assess the extent of the problem, monitor and evaluate the success of your efforts. Is it infestation or are we talking about one or two sightings? All staff are required to report all rodent, cockroach and ant sightings to the Principal/Vice-Principal. The Principal/Vice-Principal will inform the Head Caretaker. The Head Caretaker will log all sightings on a floor plan indicating location and date.
- Step 4. If Steps 1 and 2 have taken place and the floor plan indicates an infestation problem, the Head Caretaker will forward a copy of the floor plan to the Service Quality Supervisor who will review the floor plan and validate the concern. Once validated, the Head Caretaker will notify SAP. The Facilities Dept will dispatch a Prequalified Pest Control Contractor.
- Step 5. The Pest Control Contractor will visit the school on a Friday evening and will review the floor plan. For mice infestation, the contractor will place locked feeding stations above false ceilings which are marked with thumb tacks and illustrated onto a floor plan. If there is cockroach infestation, the contractor will inject a boric acid paste or Maxforce gel

into all available cracks and crevices or none visible areas as much as possible. All adjacent rooms will be treated to reduce any risk of the infestation spreading into other areas.

2. RATS

- Step 1. The Head Caretaker will notify SAP. The Facilities Dept will dispatch a Prequalified Pest Control Contractor on a Friday evening to place rat bait in areas not accessible to students and staff.

3. BEES AND WASPS

The TCDSB Anaphylaxis Protocol recognizes that bee and wasp stings may cause an anaphylactic reaction for some staff and students.

- Step 1. Once a bee and / or wasp concern has been reported to School Administration by staff, the Head Caretaker will evaluate and gather as much information to determine the source:
 - is the bee/wasps coming from outdoors?
 - is there a bee/wasp nest inside the classroom / portable or outdoors on the eavestrough, shingles or nearby tree?
 - are nearby garbage containers the sources?
- Step 2. If the Head Caretaker identifies a bee/wasp nest inside a classroom/portable, the Principal will relocate the class
- Step 3. If a bee/wasps nest is identified on school property, the Head Caretaker will notify SAP. The Facilities Dept will dispatch a Prequalified Pest Control Contractor that same evening. For bee/wasps nests inside the school or located outdoors on the school envelope, the contractor will apply a dust inside the nest only. Spraying is only allowed for bee/wasps nests located outdoors (e.g.: a tree).

4. SKUNKS

Skunk odours are easily identifiable. The vast majority of skunk issues occur underneath portables.

- Step 1. The Head Caretaker will notify SAP. The Facilities Dept will dispatch a Prequalified Pest Control Contractor that same evening.

5. BED BUGS

If there is visual evidence of bed bugs on school property, the Facilities Dept will dispatch a pest Control Contractor. The Principal will share a copy of Toronto Public Health's Fact Sheet on bed bugs with staff and the parent community.

The School shall not exclude a student or worker who has bed bugs at home. If a student arrives at school with signs of bites from bed bugs, the student will be allowed to continue the school day. The School will contact the parents / guardians and provide the TPH Fact Sheet on bed bugs.

6. SCHOOL NOTIFICATION

Once the Head Caretaker has notified SAP, the Facilities Department will e-mail a copy of the SAP work order request to the School Principal, the Maintenance Supervisor, the Service Quality Supervisor and the Safety Manager.

The Pest Control Contractor shall provide the Head Caretaker and the Service Quality Supervisor a copy of the Service Report outlining the areas treated and procedures that were followed by the technician. The Head Caretaker shall provide this report to the school Principal who will then file in the Health and Safety Information Binder. A copy of the Service Report will also be posted on the Health and Safety Bulletin Board in the staff room for at least 2 weeks.

7. SERVICE REPORT WILL OUTLINE THE FOLLOWING

- name and concentration of pest control product used
- procedure used
- identification of all locations where the pest control product was used

8. MATERIAL SAFETY DATA SHEETS:

- The Head Caretaker will maintain a MSDS file of pest control products used in the school.

9. PREQUALIFICATION OF PEST CONTROL CONTRACTORS

The Joint Facilities / CUPE 1280 Pest Control Committee chaired by the TCDSB Occupational Health and Safety Department shall invite interested pest control contractors to make a presentation to the Committee outlining their qualifications, work experience with School Boards and procedures in dealing with pest problems. Contractors will provide three references. The Committee will then make a recommendation to the Materials Management Department on whether Senior Staff should consider the services of the contractor. All contractors must be licensed by the Ontario Ministry of the Environment under the Pesticides Act, R.S.O. 1990 and Ontario Regulation 914.

**This SOP shall be reviewed annually by the
Board's Joint Health and Safety Committees and
Joint Facilities / CUPE 1280 Pest Control Committee**

**If you have any questions, please call your Occupational Health and Safety
Department, Corrado Maltese 416-222-8282, ext. 2665**

(April 1991, Rev. May 1995, January 2001, April 30, 2010)