

ADMINISTRATIVE PROCEDURE NO. 166

PEST CONTROL MANAGEMENT

Background

The Division is committed to providing students and staff with a safe and healthy learning environment, free from hazards associated with pest infestations. Effective pest management protects the health of building occupants, preserves property, and supports overall public health initiatives.

Pests such as mice, cockroaches, bedbugs, lice, and ants are common in Alberta and can introduce biological hazards into school environments. Biological risks associated with mice include transmission of diseases such as salmonellosis, rickettsialpox, leptospirosis, and hantavirus. Bacterial food poisoning may occur through contact with contaminated rodent droppings. Additionally, rodents may carry parasites such as tapeworms and roundworms that are infectious to humans.

The purpose of this administrative procedure is to sustainably manage pests through a risk-reduction approach that emphasizes inspection, sanitation, exclusion, habitat modification, and safe pest control methods. All Division facilities and grounds shall be maintained in a manner that discourages pest harborage and supports a healthy learning environment.

All pest control activities shall be carried out in accordance with the Occupational Health and Safety Act of Alberta, the Public Health Act, Alberta Environmental Public Health Standards, Alberta Food Regulation, and all applicable Division administrative procedures.

Definitions

- **Pest:** Any animal, insect, or organism that may cause harm to humans, damage property, or interfere with operations of a facility.
- **Communicable Disease:** An illness in humans caused by an organism, microorganism or its toxic products, transmitted directly or indirectly from an infected person, animal or the environment.
- **Infestation:** The presence of insects, rodents, or parasites in numbers large enough to be harmful, threatening, or obnoxious.

Procedures

Pest management is a shared responsibility among students, staff, school administration, and Facilities Maintenance.

Training Requirements:

Administrators and management shall ensure employees are oriented on this administrative procedure and the site pest control management system during the annual Occupational Health and Safety orientation. Training shall include:

- Hazard Identification
- Safe work procedures for pest-related incidents.
- Reporting requirements and escalation procedures.

Risk Control Procedures

Staff shall:

- Ensure food debris is promptly cleaned from classrooms and common areas
- Eliminate clutter to reduce pest harborage areas and improve detection.
- Place pop and juice containers in sealed garbage bags and dispose of them daily.
- Empty garbage containers regularly inside and outside the facility.
- Manage recyclables daily and avoid extended storage.
- Store food and supplies off the floor in sealed, pest-proof containers.
- Report deterioration of weather stripping, door seals, or other structural vulnerabilities.
- Keep exterior doors closed when not in use.
- Follow the "wipe twice" cleaning method to disinfect surfaces effectively.
- Submit a Hazard Report of serious infestations.
- Use the "wipe twice" process to clean and disinfect surfaces when needed.
- Complete education and training are offered through the Division.

Response to pest activity staff shall:

- Report pest sightings or signs of pest activity immediately.
- Secure the affected area and attempt to identify the source if safe to do so.
- Request custodial services for clean-up using the Rodent Clean-Up Task Hazard Analysis, where appropriate.

Administration and Site Management shall:

- Implement and monitor this administrative procedure at the site level.
- Provide appropriate PPE to staff for dealing with unexpected pest-related incidents.
- Ensure sanitization and cleaning supplies are readily available for immediate use.
- Monitor compliance with safe work practices and incident reporting.
- Submit hazard reports and complete assessment and control documentation following infestations.
- Meet annually with the site Health and Safety Committee or Worker Health and Safety Representative to review and update the site pest control plan.
- Conduct regular hand-washing and housekeeping guideline reviews with staff and students.

The Facilities Maintenance Responsibilities

Facilities Maintenance shall take a proactive approach to pest management. This includes strategic placement and maintenance of bait traps for rodent control in all Division schools. These bait traps must be:

- Installed in areas with low to no student traffic to minimize risk of exposure and ensure safety.
- Placed in locations known to be prone to rodent activity, such as server rooms, mechanical rooms, custodial closets, storage areas, and along building perimeters.
- Clearly documented as part of the facility's pest control checklist and monitored regularly for activity and effectiveness.
- Maintained and replaced as needed, following manufacturer guidelines and in compliance with safety regulations.

The proactive use of bait traps is intended to reduce the likelihood of infestations and minimize the need for reactive treatments.

- Monthly inspections by Facilities Maintenance are a practical and proactive measure to detect early signs of pest activity before it develops into a full infestation. Looking for indicators allows us to respond quickly and minimize disruption to learning environments.
- This approach is consistent with industry best practices for pest management, which emphasize regular monitoring, early detection, and targeted intervention. Monthly inspections also align well with our existing custodial routines and can be built into regular facility checklists with minimal additional burden.
- By identifying and addressing issues early, we reduce the likelihood of needing reactive or large-scale treatments, avoid health and safety violations, and build confidence among staff and families that school environments are being responsibly managed.
- Monitor pest traps in/around the school and check them frequently.
- Maintenance management will coordinate professional pest control services when needed.
- Manage and maintain grounds ornamental plants, turf, and desirable grasses in a manner that limits animal and pest attraction.

Custodial Services shall support pest management through sanitation and waste management practices, including:

- Daily cleaners are in a favorable position to identify rodent presence quickly and must report evidence immediately to their supervisor.
- Regularly emptying garbage containers, both inside and outside.
- Wearing appropriate PPE in contaminated work areas (e.g., disposable gloves, protective eyewear, N95 respirators).
- Following safe work procedures for rodent and pest evidence clean-up, as outlined in the Division Task Hazard Analysis Procedure.

Note: Custodial staff are responsible for maintaining sanitation but do not perform pest control mitigation activities beyond cleaning.

Food Services / Food Labs staff shall:

- Maintain clean and sanitary food storage and preparation areas.
- Storing food and other items off the floor and in sealed plastic containers with tight fitted lids.
- Kitchen equipment and utensils (e.g., forks, spoons and tongs) are stored in fully enclosed containers with tight fitted lids.
- Dispose of contaminated or infested food according to Division guidelines.
- Follow food safe, hand hygiene procedures and pest prevention procedures.
- Ensuring there is no accumulation of spilled food, liquid or dust in the work area.
- Ensuring garbage containers are clean, properly covered and emptied daily.
- Clean and sanitize affected areas where pests are present or evidence of pests exist e.g., insects, mice dropping insect casings etc.
- Wear appropriate PPE during pest-related clean-up activities.

Occupational Health and Safety Department Responsibilities

The Occupational Health and Safety Department shall:

- Review and update the Division's pest management plans annually.
- Support staff training on hazard recognition, reporting, and safe pest-related work practices.
- Participate in investigation of pest-related incidents and advise on corrective actions as necessary.

Record Keeping

Facilities maintenance and site administration shall maintain records of:

- Facility inspections and pest control checklists
- Pest control contractor visits and service reports
- Staff training related to pest management
- Hazard reports and incident investigations involving pest-related events

Records must be retained according to Division standards and made available for audit or regulatory inspection as required.

References:

Education Act Section 8, 20, 45, 45.1, 60, 61, 113

[Alberta Environmental Public Health](#)

[Alberta Food Regulation - Public Health Act](#)

[Alberta Environmental Public Health Enforcement](#)

[Alberta Health Services School Pest Control FAQ](#)

[Alberta Health Services Cleaning and Disinfection Guidelines](#)

[Health Information Act](#)

[Occupational Health and Safety Act](#)

[Public Health Act](#)

Division Health and Safety Program