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Reference **15/2/11/4/10**
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Wes-Kaap Onderwysdepartement
Western Cape Education Department
ISEBE IeMfundo IeNtshona Koloni



CIRCULAR : 0022/2004
EXPIRY DATE : NONE

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EMDCs), CIRCUIT MANAGERS, CHIEF CURRICULUM ADVISERS, CURRICULUM ADVISERS, AND HEADS OF ALL PUBLIC, INDEPENDENT AND ELSÉN SCHOOLS AND ABET CENTRES

BRIEF SUMMARY: *The policy for maintaining accurate attendance and time-off registers for all employees (educators and public service personnel)*

SUBJECT: WESTERN CAPE EDUCATION DEPARTMENT POLICY AND PROTOCOL ON SAFETY IN SCHOOL SCIENCE

1. A document, the Western Cape Education Department Policy and Protocol on Safety in School Science, is [attached](#). Comments received from the public were also taken into account when the policy and protocol were drafted.
2. This document sets out the principles, rules and formal steps in the Western Cape Education Department's (WCED's) policy and implementation plan to ensure that Science is offered safely in its institutions and that chemicals in stock are used exclusively for the experimental work prescribed in the various revised national curriculum statements. It also provides a list of commitments made by the WCED and conditions which must be satisfied by schools.
3. All the institutions involved are requested to ensure that they will be ready for the implementation of this policy and protocol on 1 January 2005 by
 - appointing the safety officers concerned
 - informing and training the personnel responsible for this function
 - making the necessary preparations so that their laboratories can be declared safe zones.
4. A manual for safety in school science, which will facilitate the implementation of the policy, will be provided to all these institutions in the course of the year.
5. This document is (also) available on the WCED [Curriculum Development web site](http://curriculum.wcape.school.za/site/52/page/view/) at <http://curriculum.wcape.school.za/site/52/page/view/>. Enquiries may be directed to the director or the chief curriculum adviser at your EMDC.
6. Heads of institutions are requested to bring the contents of this circular to the attention of all educators, parents/guardians and learners.

SIGNED: P.A. VINJEVOLD
HEAD: EDUCATION
DATE: 2004:04:10

Meld asseblief verwysingsnommers in alle korrespondensie / Please quote reference numbers in all correspondence /
Nceda ubhale iimombolo zesalathisa kuyo yonke imbalelwano
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Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000

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[Policy and Protocol on Safety in School Science](#) (size: 85 KB)

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