

Toronto District School Board

Operational Procedure PR686

Title: **BARBECUE SAFETY**

Adopted: May 27, 2002
Effectuated: May 27, 2002
Revised: February 27, 2024, **September 4, 2024**
Reviewed: February 27, 2024, September 4, 2024
Authorization: Executive Council

1. RATIONALE

The Barbecue Safety Procedure (PR686) (the “Procedure”) was developed to support the health and safety of TDSB students, volunteers, employees, and school community members during fundraising, celebrations, community-building, or other school activities and Board events involving the use of a barbecue (BBQ) on Board property.

This Procedure supports the Board’s commitment to the Truth and Reconciliation Commission of Canada: Calls to Actions and the United Nations Declaration on the Rights of Indigenous Peoples as a framework for reconciliation.

This Procedure also supports implementation of the TDSB’s Occupational Health and Safety Policy (P048), Enterprise Risk Management Policy (P101), and Fundraising Policy (P021).

2. OBJECTIVE

- To outline requirements for the safe use of barbecues and safe food handling when barbecuing on Board property.

3. DEFINITIONS

Barbecue (BBQ) refers to a moveable or portable fuel burning grilling or cooking appliance.

Barbecue (BBQ) Operator refers to a person authorized to operate a BBQ on Board property, as outlined in section 6.1.2.

Board refers to the Toronto District School Board, which is also referred to as the “TDSB.”

Board Property refers to any TDSB land, premises, location or thing at, upon, in or near which a student learns or an employee works.

Permit Holder refers to the individual, community group or organization named in the permit, who maintains responsibility for ensuring that all users comply with the rules and regulations governing the use of Board facilities.

Service Provider refers to a Board-approved external vendor such as a BBQ rental, BBQ inspection/repair service, or catering service.

Tenant, for the purpose of this Procedure, refers to an entity or organization that is a lease holder with the TDSB such as a child care operator.

TDSB refers to the Toronto District School Board, which is also referred to as the "Board."

TDSB Community Member, for the purpose of this Procedure, refers to a member of the school community, including students (16 years and over), parents/guardians/caregivers, school councils, Trustees, members of the broader community and partners, as well as others who support the local school and student achievement (e.g., volunteers).

4. RESPONSIBILITY

Associate Director, Modernization and Strategic Resource Alignment

5. APPLICATION AND SCOPE

This Procedure applies to TDSB employees and covers TDSB community members (as defined in section 3.0), as well as Board-approved service providers who rent or operate barbeques (BBQs) on Board property.

This Procedure does not apply to schools or programs with permanent equipment or facilities used for teaching and learning purposes, including cooking or hospitality programs.

6. PROCEDURES

6.1. General Requirements

6.1.1. BBQs can be rented or purchased for use on Board property, subject to the following requirements:

- BBQs that are rented must be from Board approved service providers. Due to safety concerns, liability and appropriate

use of Board resources, the use of borrowed BBQs from members of the school community is not allowed.

- BBQs can be purchased using TDSB-approved procurement processes and in accordance with the TDSB's Purchasing Policy (P017) and related procedures. BBQs that are purchased must be CSA certified/approved with CSA certified/approved gas fittings/components. Schools that own BBQs are required to have the units inspected annually by a Board approved service provider. BBQs can only be used if they pass annual certification, otherwise they must be disposed of or repaired and certified prior to use.

Propane tanks cannot be purchased, as propane tanks cannot be stored on Board property. When storing BBQs on Board property after use, the propane tank must be disconnected.

A sample list of Board-approved service providers for BBQ rental, inspection or repair can be found on the TDSB's Purchasing website: <https://tdsbweb.tdsb.on.ca/purchasing>.

- 6.1.2. BBQs may be operated on Board property by a Board-approved service provider, TDSB employee or TDSB community member (as defined in section 3.0) who maintains an industry recognized safe food handling certification.
- 6.1.3. Permit holders are not allowed to operate BBQs on Board Property.
- 6.1.4. A tenant such as a child care operator may request a permit that includes use of a BBQ, but approval must be obtained from the site supervisor/school principal or facility team leader if the site supervisor/school principal are unavailable. The tenant is required to use a Board-approved vendor/caterer for the supply and operation of the BBQ and must provide this confirmation to the Permits department.
- 6.1.5. BBQ operators are required to be knowledgeable about the safe and proper use of a BBQ, related equipment and manufacturer's instructions.
- 6.1.6. BBQ operators must hold a valid safe food handling certificate when preparing and handling food.

The site supervisor/school principal is responsible for confirming that that the BBQ operator has the appropriate certification.
- 6.1.7. Food and beverages served to students at the barbecue events are subject to requirements of the Ministry of Education's PPM 150 - School Food and Beverage Policy and will accommodate diverse religious, cultural and dietary needs.

- 6.1.8. Alcohol, drug and tobacco use at barbecue events on Board property is restricted in accordance with the Restrictions on Alcohol, Drug and Tobacco Use Policy (P095).
- 6.1.9. TDSB's Occupational Health and Safety Department will circulate information annually to TDSB schools and sites about the TDSB's BBQ Safety Procedure (PR686).

6.2. BBQ Safety and Operation Requirements

BBQ operators are expected to meet the following safety and operation requirements:

- 6.2.1. BBQ operators must follow all warning labels and operating instructions for BBQ equipment, including ensuring that propane cylinders are not used or stored indoors, near any heat source or inside any structure.

Propane cylinders should be included in the barbecue rental and must be in good working condition, free of damage or excessive rust, and within their expiry date. Propane tanks must be delivered and removed on the day of the event.
- 6.2.2. Prior to beginning a barbecue, BBQ operators should ensure that a full tank of propane is available to avoid having to switch propane tanks during the barbecue.
- 6.2.3. BBQ operators will only use barbecues outdoors and in well-ventilated spaces. Grilling in an enclosed area, such as a garage or workshop area (even with the doors open) does not allow for enough ventilation and may cause accumulation of smoke or carbon monoxide.
- 6.2.4. BBQ operators are required to inspect the barbecue prior to each use to make sure the burner holes and tubes connected to the burners are free of rust and debris, and that the burner throat (where propane enters the burner) is free of cobwebs or dust.
- 6.2.5. BBQ brushes with metal bristles are prohibited from use to prevent injuries.
- 6.2.6. Grilling areas should be kept clean, free of grease/oil, and clear of combustibles to avoid grease fires.
- 6.2.7. To prevent and reduce the risk of burns, BBQ operators should use long-handled cooking utensils and heat-resistant mitts when operating a barbecue. Clothing that is loose should not be worn. Loose clothing can catch fire if it comes into contact with a gas flame or electric burner.

- 6.2.8. BBQ operators lighting a barbecue should keep the lid open before turning on the propane and exercise caution when lighting the barbecue.
- 6.2.9. BBQ operators igniting a barbecue can begin by turning the tank's gas valve on, then the grill controls or heat setting and push the igniter button. If there is no igniter button, a long match or BBQ lighter may be inserted through the side burner hole first, then turning on the heat control knob.
- 6.2.10. If the burner does not ignite right away, operators are advised to turn the propane off and wait approximately five (5) minutes, keeping the lid open, before trying to light the barbecue again.
- 6.2.11. In order to prevent propane from getting trapped in the hose after each use, turn off the propane tank cylinder valve first, then the on/off valve on the barbecue.
- 6.2.12. A lit barbecue must be supervised at all times. Lit barbecues should never be left unattended or moved, and always kept on an even surface.
- 6.2.13. A fire extinguisher (type ABC) must be nearby and readily available at all times when operating a barbecue. Water should never be thrown on the barbecue in the event of a grease fire.
- 6.2.14. BBQ operators should establish a restricted area of at least 3 feet (1 metre) around the grilling area, particularly away from children and pets, and not block the paths of emergency vehicle or personnel access.
- 6.2.15. Flammable liquids must be kept away from the BBQ, including hand sanitizer (60-80% alcohol-based content), which is highly flammable.
- 6.2.16. The propane tank and grill should be turned off immediately when a hose leak is discovered.

6.3. Charcoal Barbecues or Smoker BBQ

- 6.3.1. Schools are not permitted to own or operate charcoal barbecues or smoker BBQs, unless rented through a Board-approved service provider or in connection with culturally significant celebrations formally conducted by Indigenous persons or the Indigenous community. Schools requesting use of a smoker BBQ should consult with their Facility Team Leader prior to use or purchase.

6.4. Insurance, Incident Reporting and Damage

- 6.4.1. BBQ operators are required to report all incidents involving injury or property damage using the TDSB's online incident reporting form.

- 6.4.2. The school or TDSB department is responsible for any loss or damage to the rented barbecues and equipment, including the cost to repair or replace.

6.5. Use of Approved Service Providers

- 6.5.1. A sample list of Board-approved service providers can be found on the TDSB's Purchasing website:
<https://tdsbweb.tdsb.on.ca/purchasing>
For fundraising activities, schools may consult [TDSB's Fundraising Guide](#).
- 6.5.2. Approved service providers are required to carry at least \$2 million liability insurance, and maintain the required certifications and licensing, including WSIB.

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every five (5) years after the effective date.

8. APPENDICES

N/A

9. REFERENCE DOCUMENTS

Policies:

- Enterprise Risk Management (P101)
- Fundraising (P021)
- Occupational Health and Safety (P048)
- Restrictions on Alcohol, Drug and Tobacco Use (P095)

Procedures:

- Crisis and Incident Reporting (PR569)

Legislative Acts and Regulations:

- Policy/Program Memorandum 150 - School Food and Beverage Policy:
<https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-150>
- Ontario Regulation 211/01: Propane Storage and Handling under the *Technical Standards and Safety Act, 2000*

Resources:

- Truth and Reconciliation Commission of Canada: Calls to Actions

- United Nations Declaration on the Rights of Indigenous Peoples
- TSSA Website for BBQ Safety: www.tssa.org

A list of Board-approved service providers who provide BBQ rental, catering, maintenance/inspections and safe food handling training/certification services can be accessed by contacting the TDSB's Purchasing Department or using the [TDSB's Fundraising Guide](#).