

## Lanyard Safety

### Background

For the purpose of this procedure, a lanyard is determined to be a cord or strap used to hold identification information, keys, or personal possessions. Use of a lanyard of any kind that involves placing a cord or strap around the neck area of a student is prohibited. Lanyard management by staff in Division schools requires adhering to guidelines that will optimize the health and safety of everyone in the school community. Therefore, planning and preventative processes must be adopted throughout the School Division to assure that lanyards are worn and used safely at all times.

### Guidelines

1. Students are not permitted to bring to school or to use any lanyards designed to be placed around the neck while at school.
2. Schools will annually publish within their parent/student handbooks a declaration that lanyards designed to be placed around the necks of students are not to be brought to school or used while at school.
3. Division staff may wear lanyards around the neck if they wear those that have been designated by a manufacturer as a “break away” lanyard. Any lanyard that has its “break away” mechanism adjacent to the weight bearing component of the lanyard is not deemed to meet Division specifications, and is not permissible for the workplace. Acceptable “break away” lanyards will be designated by their manufacturer as being “break away” in nature, and will have the “break away” mechanism located adjacent to the neck area.
4. Since the proper functioning of a “break away” lanyard cannot be assured, the Division discourages staff from wearing a lanyard around the neck while performing work related duties.
5. Staff who wear authorized “break away” lanyards are advised to test them regularly for the effectiveness of their safety mechanism when they are being worn.
6. Staff are advised not to wear authorized “break away” lanyards around the neck while working around machinery or in close quarters with environmental factors that could entrap the lanyard.
7. Staff must not manipulate the proper functioning of the “break away” mechanism on a lanyard for convenience or for any other reason.
8. Staff must not loan or assign their authorized lanyards to students for any purpose.

9. Lanyards that serve an instructional purpose (ie. stop-watches, whistles) must be designed so that they cannot be worn around the neck by students.
10. The effectiveness and management of authorized neck lanyards within the Division will be annually reviewed by the Division Occupational Health and Safety Committee.
11. Issuing lanyards to students of any variety represents the need for a risk management assessment of expected standards and practices. Therefore, prior to a school investing in a lanyard to be used for programming purposes, Division Student Services will be contacted to conduct an assessment and provide approval.

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