

## **6.11 Written Plan – Health and Safety Readiness Assurance**

The intent of the health and safety readiness assurance plan is to notify all persons who enter the building of all health and safety procedures to be followed by staff, students and guests.

Posted throughout the facilities are notices such as evacuation routes, potential safety threats, and procedures in case of medical emergency. Should an evacuation occur, the meeting point is across the street at the Salvation Army Building. Several warning signs are posted in the lab and break area to advise the signs of phosgene gas, carbon monoxide and other harmful gases that are produced by HVAC and refrigeration equipment. Ladder and lifting safety notices are posted as reminders to limit accidents or personal injuries.

First Aid kits are located in the lab and main office and are labeled on the outside of the cabinet for quick access. A defibrillator and eye wash fluid are available and located in the lab in case of emergency.

An outlined list of procedures for accidents in the lab, evacuation of the building, fire emergency, and violent attacks, are posted in the lab and break area.

We remind students and guests that the best method is to be proactive with safety and not reactive, as prevention is key. Safety glasses must be worn in the lab at all times by every person who enters the area. Within the list of procedures states, “All accidents need to be immediately reported to the instructor and Training Coordinator. An accident and/or incident report form will be filed”. The accidents reports are kept as record of the incident at the time it occurred, regardless if the claimant seeks medical attention.

In addition to the posting of the health and safety notices, Instructors and the staff review various safe practices and policies at orientation and throughout the school year. The TC reviews Safe Practices, Student Conduct, and Lab Rules during the first week of orientation, and students sign each policy. Instructors implement safe practice topics into classroom lectures throughout the school year. The Safe Practices, Student Conduct, and Lab Rules are posted on the training center website in PDF form available for view and download.

Instructors and Staff can find all health and safety plans, procedures and information in the Policies and Procedures manual. The above noted regulations and policies are reviewed and evaluated by

the staff and instructors in the summer meeting, prior to the start of the school year. In addition, the Director requires a tutorial walk through of the lab and asks the instructors to show staff the safety procedures for opening the lab, closing the lab, and including a reminder on where the gas shutoff valve is for the furnaces should a gas leak or fire occur.

To better meet the expectations of students having the ability to evaluate their safety plans, the Director has implemented an email notification process during the school year to staff and students. These notifications are meant to remind them to review their safety notices in the lab and this plan, located in their break room, and ask for their input on if they feel their safety plans are adequate or if they have suggestions for improvements to the plan.