

Health and Safety of Employees, Students, and Guests to Maintain Readiness Plan

Scope of services

The plan to assure the health and safety of the students, guests, and staff/faculty of the institution starts with prevention. The institution proactively advises safety precautions required on campus and internships while maintaining readiness in the event of an incident or accident.

Major activities

Notices are posted throughout the facility to advise all persons in the building of potential safety threats, evacuation routes, and procedures in case of an accident. Several warning signs are posted in the lab and break area to advise how to avoid exposure to such things as phosgene gas, carbon monoxide and other harmful gases that are produced by HVAC/R equipment. Ladder and lifting safety notices are posted as reminders to prevent accidents or personal injuries. Should an evacuation of the building be required, routes are posted in each room directing to the nearest exit and the meeting point upon exit.

Staff & instructors review health and safety policies, and teach various safe practices starting the first day and continuously through the school year. The institution requires safe practices to be followed by anyone in the lab environment, including wear safety glasses at all times and gloves to be worn during certain tasks. Instructors are responsible for maintaining supervision and a safe lab and learning environment. Instructors give safety presentations during class lectures through the school year such as, but not limited to, fall protection, exposure to harmful gases, exposure to pests and asbestos in the field, and electrocution.

Accidents are defined by the institution as an occurrence resulting in injury or possible injury to oneself or another person. First Aid kits are located in the lab and main office and labeled on the outside of the cabinets. A defibrillator and eye wash fluid are available and located in the lab in case of emergency. Accidents affecting students that occur on campus or at an internship are covered by the institution's medical insurance policy. Accidents will be investigated by the institution.

The procedures for reporting and investigating an occurrence of incident or accident that may cause harm to one's health or safety on campus or internship is posted in each classroom and included below.

Incident and Accident Reporting Procedure

The following procedures are to be followed in the event of an occurrence due to an incident threatening health and safety, or an accident causing injury.

- Incidents or potential incidents are to be reported directly to the instructors and the TC for investigation and remediation. Incidents would include, but are not limited to
 - Fire hazards

- Observed action threatening safety made toward the campus, instructors, staff, or and another student
- Unsafe practices in the lab or on an internship
- Significant warning of a local weather event
- Hazards of electrocution
- Blockages of exits in the building

In the event of an accident, all employees and students are requested to complete the Incident and Accident Report form located in the office;

- Students must notify their instructor or any staff member immediately, even if you feel that professional medical attention is not required. If it is determined you need medical assistance, transportation will be arranged to drive you to the nearest medical facility.
- Fill out an Accident Report form, or if unable the instructor will assist, and return to the office immediately after an occurrence.
- For injuries during an internship, students must contact school ASAP. On the next scheduled classroom day an Accident Report form will be filled out.
- All injuries will be investigated through interviews with the individual, any other witnesses involved, instructors, and/or supervising intern technicians.
- After review of the occurrence, they will be notified by the staff and/or the Technical Committee if a written follow-up response is needed.

Accidents causing injury may require immediate alcohol and drug screening to be administered. The school maintains all completed accident reports in a file titled Accident & Grievance Reports. The goal is to prevent all accidents and injuries from occurring, and learn from any incidents that do occur.

Evaluations of the plan

The above noted regulations and policies are reviewed and evaluated by the staff and instructors annually. The staff does an annual walk-thru of the lab with instructors for refresher on safety procedures for opening and closing the lab, including a reminder on where the gas shutoff valve is for the furnaces should a gas leak or fire occur.

Stakeholders with whom the plan is shared

The full plan is shared with staff and faculty and the basics of the plan are given to students in their orientation paperwork. The plan is located on our website.

B. Health and Safety		
1.	A written plan for assuring the health and safety of the institution's employees, students, and guests to maintain readiness is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents. [See Section VII. Definitions – Plan and Real, Threatened, or Impending Danger.] VISITING TEAMS: If NO is checked, leave criteria 2-4 blank and resume with criterion 5. Write one finding of non-compliance that specifies BOTH the requirement for a plan AND each criterion 2-4. (See instructions page.)	
The health and safety plan		
2.	has been distributed to employees,	
3.	is evaluated annually with input from employees (and revised as necessary), and	
4.	<u>ensures</u> basic information about the plan is available to students.	

Plan—A detailed written proposal/method for achieving an objective. The following elements must be included in a plan: scope of services, budgetary resources, major activities, evaluations of the plan, and stakeholders with whom the plan is shared.