

## **Plan for Health and Safety of Employees, Students, and Guests to maintain Readiness**

### **Scope:**

This plan is to ensure the health and safety of the institution's employees, students and guests by assuring preventative health and safety measures are in place in case of sickness, accident, or emergency healthcare needs on campus.

### **Major Activities:**

1. All employees are oriented and updated regarding policies, procedures and plans of PC AGE which include the Health and Safety Policies and Procedures relating to the health and safety of employees, students and guests. All employees are expected to follow all safety policies, and use common sense in their daily activities.
2. Orientation includes review and familiarity of policies, procedures and plans including incident investigation and reporting protocols.
3. Health and Safety Rules and Medical Procedures are contained in the Employee Handbook. There are additional guidelines for safe practices in the Annual Crime Report, which is updated and distributed to students and employees annually, and is available on the school's website. This Health & Safety plan includes a handout on Computer Ergonomics.
4. Emergency Evacuation/Safety/Security Procedures are reviewed with all students during Student orientation. The Health & Safety Plan is available on the school's website under Student Resources. Every publicly accessible door has an evacuation plan posted.
5. First aid kits are available in each campus for use as needed.
6. In the event of an incident, staff will notify the School Director immediately and obtain assistance from their supervisor to assess the situation. Incident reports will be completed by the affected individual. The individual will be referred to notify their personal physician and to call 911 if necessary. The School Director is to be fully aware of the incident and notify the President. If for some reason an employee should go to the Emergency Room, the employee must notify their supervisor no later than the next business day.
7. Alarm systems are maintained and inspected for all buildings. Maintenance of all fire extinguishers and the fire alarm system/sprinklers is the responsibility of the Landlord.
8. All health/safety issues are reviewed as they arise and changes are implemented as warranted; findings/changes are reported to all staff and faculty at monthly/annual meetings.

### **Evaluation of Plan:**

Student and staff input is considered and evaluated when annual reviews of plans, policy and procedures are undertaken by the Management and Advisory Committee. Management reviews incident report situations as they happen for corrective measures, and annually reviews a summary for trends and patterns that necessitate corrective action. The President evaluates all

data on an annual basis and presents findings to all student personnel and faculty staff at an annual staff meeting. Employee policies and procedures are continually updated as they are considered a work in progress. All plans are available to staff and students on the school's website.

**Stakeholders:**

President, School Director