



Health and Safety Policy

This policy has been put in place with the purpose of ensuring the health and safety of the institution's employees, students, and guests.

RESPONSIBLE AUTHORITY

School Director

POLICY APPLICABILITY

All personnel and departments

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS POLICY

All personnel

POLICY

Accidents Reporting and Investigating

Accidents are taken very seriously by our institution. Accidents are documented with an Incident Report Form by school staff present and reported to the School Director, who is responsible for the follow-up until final resolution is achieved. Records of accidents and incidents, along with their resolution are permanently stored by the School Director in an incidents folder. A report of accidents and incidents, along with their resolution is presented annually when the Health and Safety Plan is reviewed by all staff, the executive staff and advisory board members. Incident report information is available to students upon request.

Training

Training is conducted on a quarterly basis to employees and staff following the health and safety guidelines as included in the Employee Handbook.

Student and Graduate Surveys

Surveys are available to students and are provided to graduates at time of program completion. These surveys include one item for Health and Safety, adequacy evaluation and comments. Surveys are stored in the Survey Binder.

Faculty and Administrative Personnel Surveys

Staff surveys are provided at the annual staff meeting that include one item for Health and Safety Evaluation and comments. These surveys are stored in the Survey Binder.

Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes

On an annual basis facility, safety is evaluated by the county and city inspectors, and our permit updated on a non-finding basis.



EQUIPMENT AND TECHNOLOGY

The school is equipped with internet, computers, printers and a secure cloud-based server.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment for this department is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the Academic line item of the budget. Such requests are to be made directly to the School Director and will be dealt with accordingly.

BUDGET

The Health and Safety Policy budget is allocated under the line item "Operations Department"

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Twice a year at the Advisory Board meetings
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey's information collected is presented at the following meetings where actions are taken when necessary to improve this department's effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Twice a year at the Advisory Board meetings

POLICY AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Board members located in a binder accessible upon request at the front office.