

Policy on Health and Safety

CATEGORY: Student – Administrative

ISSUE DATE: July 27, 2018

LAST REVISION DATE: October 13, 2018

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Health and Safety*”, has been created to formalize the expectations of a secure and safe environment for all students, Faculty Members, Staff Members, contractors, and visitors.

It is the policy of the College to formalize these expectations as outlined below.

Scope

This policy applies to all students enrolled at the College, alumni of the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. COMMITMENT TO HEALTH AND SAFETY

- 1.1. The College takes measures to provide a safe environment for students, Faculty Members, Staff Members, contractors, and visitors.
- 1.2. The College must make every effort to ensure that all equipment and facilities are properly maintained and all required safety devices are in working order.
- 1.3. Any concerns or issues regarding health or safety must be reported to Student Services, who must report the issue to the Campus Director.

2. ADHERENCE TO HEALTH AND SAFETY

- 2.1. All members of the College and its visitors are responsible for complying with this policy.
- 2.2. All members of the College and its visitors are responsible for conducting themselves in a manner that does not endanger themselves or others or pose a risk to the College's facilities, equipment, other physical assets, or another person's property.
- 2.3. The College takes appropriate measures to ensure the safety of students, Faculty Members, Staff Members, contractors, and visitors while they are on College property.

3. FIRST AID

- 3.1. The College has Certified Level 1 First Aid Attendants on Staff Members.
- 3.2. These Staff Members members are available to provide first aid assistance to any individual who requires it.
- 3.3. Any individual who requires first aid assistance should report to Reception or Student Services.
- 3.4. Individuals who become aware of a medical emergency that poses an imminent danger should first call 911 and then report it immediately to Reception or Student Services.

- 3.5. The Staff Members member who receives the first aid report must make a log entry of the medical emergency, including a description of the incident, the name of the reporter, a description of follow-up actions taken, and the time and date.

4. EMERGENCY RESPONSE

- 4.1. All College Faculty Members and Staff Members are required to familiarize themselves with the College's Emergency Response Manual.
- 4.2. In the event of an emergency, individuals are to remain calm and listen to the directions of the Emergency Wardens.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1030 – Health and Safety Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.