

Health and Safety Plan

- Individuals can report accidents to any school official via verbal or written communication. That official will then be in charge of communicating the concern to the Executive Director immediately, if they are not yet aware. The Executive Director will be responsible for investigating the report. If further support is needed to resolve a matter, the President of the school will be contacted.
- This plan will be distributed to employees **publicly online at the institution's website.**
- This plan will be evaluated annually with input from employees (and revised as necessary).
- Basic information about the plan will be available to students **publicly online at the institution's website.**
- The fire inspection will be kept current at each campus.
- The elevator inspection will be kept current at campuses that contain elevators.
- Instructional staff will be responsible for overseeing the disinfection, sanitation, and sterilization of tools and equipment and their proper use by students.
- Potentially harmful substances will be kept in cabinetry and away from unsupervised access.
- All staff will be responsible for maintaining their work areas clean at all times.
- Warning cones will be placed by the custodian at each campus near wet areas to prevent accidents.
- First aid kits will be present in key areas of each campus.
- In the event of a serious emergency, the local emergency services will be dialed by staff.
- All staff will be informed of the proper exit routes, following the illuminated exit signs present in the halls of each campus, in the event of an emergency evacuation.