



SAFETY POLICY

Effective:	September 1 st , 2019
Responsibility:	Managing Director, SEA, Onsite Administrator
Date of Last Revision:	November 1 st , 2019

Policy

The College is committed to providing a healthy, safe working and learning environment for all staff, students and visitors, and to reduce the risks of accident or injury for the purpose of maintaining a safe environment.

Health and Safety

The College follows health and safety guidelines relevant to the types of programs offered.

A review of the guidelines will be conducted annually to ensure the guidelines are being followed.

Any possible breaches or concerns relating to the guidelines must be directed immediately to the Instructor, on site administrator or SEA. Students, Employees, visitors and clients can discuss relevant matters with the instructor, onsite administrator or SEA. Any immediate safety concerns will be addressed immediately; not urgent or more general concerns be recorded and reviewed by the SEA within 72 hours.

References:

WorkSafe BC

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation>

OH/ safety guidelines:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>



Procedure for Fire Safety

1. The Onsite Administrator ensures that sufficient fire suppression equipment is available as needed throughout the whole campus and that all fire suppression equipment is examined by a qualified inspector at least annually.
2. The Onsite Administrator ensures that all employees receive training in both the operation of the fire suppression equipment and in the college fire evacuation procedures.
3. The Onsite Administrator is responsible for preparing and posting emergency exit instructions route maps in each classroom.
4. In the event of a fire emergency, staff will immediately contact the fire department (911) and will give the details of the type of fire if known, location and follow the instructions of the 911 operator.
5. All persons will evacuate the campus under the direction of senior staff. Stairs - not elevators will be used.
6. Instructors will escort their students to the safety area identified on the exit plan, ensuring that he or she takes the class lists with them. The instructor will check the students present against the class list and will immediately advise the Onsite Administrator or senior staff in charge if anyone is missing.
7. The Onsite Administrator will act as a liaison between fire officials and students or employees during the emergency. If necessary, the Onsite Administrator or management can authorize college closure.
8. No student or employee will be allowed to re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety

1. The Onsite Administrator ensures that adequate precautions are taken throughout the campus to assure that injury due to falling or unstable items during an earthquake is limited, this may include securing file cabinets to walls and lipped shelving for books or binders above head-level.
2. The Onsite Administrator ensures that all employees receive training in the college earthquake evacuation procedures.
3. The Onsite Administrator prepares and posts emergency instructions and exit route maps in each classroom at the campus with the exit specifically noted in a colored highlight.



4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When deemed safe to do so, all persons will evacuate the campus / building.
6. Instructors will escort their students to the safety area set out in the exit plans, ensuring that he or she takes the class lists with them. The instructor will check the students present against the list of students in attendance that day and will immediately advise the Onsite Administrator or senior staff if anyone is missing.
7. The Onsite Administrator will act as a liaison between rescue official and students / employees during the emergency. If necessary, the Onsite Administrator will authorize college closure.

No persons will be allowed to re-enter the campus until the officials have authorized re-entry.