

Health and Safety Plan

PURPOSE

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

RESPONSIBLE AUTHORITY

The responsibility for this policy has been vested in the Operations Director.

IMPLEMENTATION

The implementation of this policy is delegated to all personnel and students of the school.

APPLICABILITY

This policy applies to the health and safety of employees, students and guests of the school.

EFFECTIVE DATE

January 1, 2021

PLAN

1. Health and Safety Concerns – Emergencies
2. Accidents Reporting and Investigating
3. Employee Orientation
4. Student Orientation
5. Instructor Responsibility
6. Student Responsibility
7. Employee Responsibility
8. Emergency Exits and Evacuation Routes
9. Fire
10. Behavioral Disturbance or Any Other Issue that Requires Intervention
11. Blood Spills
12. Other Hazardous Materials
13. Smoking
14. Training
15. Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes
16. COVID-19 Guidelines

1 - Health and Safety Concerns - Emergencies

Health and safety concerns, as well as any type of emergencies are to be dealt immediately. Must be reported to the person in charge of school operations at the time it occurs, or, if not available, to the employee closest to the incident, so proper action may be taken in an expedited manner as per school procedures listed below.

2 - Accidents Reporting and Investigating

Accidents are taken very seriously by our institution. Accidents are documented with the Incident and Accident Report Form by school staff present and reported to the School President, who is responsible

for the follow-up until final resolution is found. Records of accidents and incidents, along with their resolution are permanently stored by the School President in an Accidents 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 committee members. Accident Report information is available to students upon request.

3 - Employee Orientation

Employees receive an orientation on the Health and Safety Plan as part of their New Employee Orientation.

4 - Student Orientation

Students receive an orientation on the Health and Safety Plan as part of their New Student Orientation.

5 - Instructor responsibility

Instructors oversee the safety of students and enforcement of safety in the classroom, lab, and services areas. Instructors conduct a safety training the first day of class.

6 - Student Responsibility

Students are responsible to observe the school's safety regulations, as described in this plan. Students are responsible for personal safety and safety of others in their area of training and for immediate reporting any health, safety, or security concerns to their instructors.

7 - Employee Responsibility

All persons are required to understand the safety and health requirements of their specific areas of training and employment. It is the employee's responsibility to adhere to the school's policies and procedures relating to conduct and campus health and safety.

8 - Emergency Exits and Evacuation Routes

Emergency exits and evacuation routes are posted in each room at our school.

9 - Fire

If you see a fire, immediately alert your direct supervisor so the fire department can be quickly notified. Evacuate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from the fire department has been given or alarm has ceased.

10 - Behavioral Disturbance or Any Other Issue that Requires Intervention.

A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance, report immediately to the school personnel in charge, so they can take the corresponding measures that could include calling the police department.

11 - Blood Spills

If you see blood that has been spilled onto floors or other surfaces, notify the instructor or another school employee. Do not attempt to clean the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For skin exposure or blood exposure that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another school employee.

12 - Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean unidentified substances.

13 - Smoking

JT's Cuts Academy is a smoke free school. Smoking tobacco or e-cigarettes is only allowed in the parking lot across from our facilities.

14 - Training

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

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

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

16 – COVID-19 Guidelines

The school is following all instructions as received on an on-going basis by state and local authorities. A COVID-19 sheet including the guidelines to be followed at our school by personnel, students, and guests is available through the school's website Home Page. Personnel and students are informed on an on-going basis on changes to the school operations and procedures in order to keep everyone safe. Notices are also posted within the school.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this plan is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to operations and maintenance.

BUDGET

The budget necessary for the implementation of this plan is allocated under the line item "Operations and maintenance" each January as part of the school's projected budget for the year. Revisions to the budget are to be approved by the School President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year. This policy is also available at the school's website under the About Us page.