

Policy No: G011– Plan for Health and Safety

EFFECTIVE DATE: June 2005

This plan will focus on specific items to ensure that proper reviewing, revising, reporting and implementation of the following areas:

- Health
- Safety

Plan Objectives

1. To verify the presence and adequate maintenance of physical resources appropriate and essential for the achievement of the objectives for each program offered.
2. To assure that the physical resources provide for the protection of the health and safety of students, faculty, administrative staff, and visitors.

Investigation of Accident/Incident

When an Accident/Incident Report Form, Patient Incident Report Form or Medication Variance and Evaluation Report is completed and turned in, an investigation will be conducted to see if such an incident is highly probable of recurring. If it is found that recurrence is likely to happen, changes will be made to help to prevent the accident/incident from occurring again. Investigation of reports will be performed on Accident/Incident Investigation Report Form; the investigation will be conducted by administration with assistance from the Director of Nursing.

Items Used to ensure Health and Safety

To assure the health and safety of employees, students and visitors the following items have been created and implemented.

- Repair and Maintenance policy
- Cleaning policy
- Cleaning CPR Equipment policy
- Campus Crime and Safety Handbook
- Drug and Alcohol Abuse Prevention
- Guidelines for Skills Laboratory
- Accident and Incident policies and report forms
- Medical Variance policy and report form
- First Aid and AED located throughout the campus
- Fire alarms and fire extinguisher located throughout the campus
- Security via keys
- Essential Functions for students
- Emergency Crisis Procedures / Guidelines pamphlet
- Adequate lighting throughout the campus during evening hours of operation
- Exit postings in all rooms

Repair and Maintenance policy

The repair and maintenance schedule for Taylor College is that all supplies, instructional equipment and moveable furnishings for classroom and laboratory exercises, as well as equipment in employee offices which is owned by Taylor College, are checked once a month to make sure that they are in proper working condition. If not working properly, corrections are taken as soon as it is brought to the college attention, if it is not repairable; the item is then disposed of so that no one can get injured from it and replaced as soon as possible.

Checking equipment is done monthly and is documented on the Monthly Quality of Equipment Improvement form. If repairs and/or replacements of equipment is needed employees, students, or visitors should notify the Senior Director of Finance and Operations. The repair and maintenance on items and equipment associated with a lease with Taylor College is also maintained on a monthly basis. These items are replaced and upgraded through a repair and replacement account, according to the equipment lease agreement. When repairs and maintenance are performed those doing it must properly document such actions.

Cleaning policy

This policy identifies what the specific task that entails the cleaning of the campus. The task of cleaning lies with the custodian which is done once a week. If attention is required, before the scheduled time, the Senior Director of Finance and Operations needs to be notified as soon as possible.

Cleaning CPR Equipment policy

Taylor College performs CPR class on a regular basis so making sure that the manikins are clean after every class to ensure the health and safety of faculty and students that use the equipment. Cleaning of the manikins is required after each CPR class.

Campus Crime and Safety Handbook and Statistical Report for Campus Crime

This handbook goes over the campus security authorities, how timely warnings are issued, how to respond to sexual assault and prevention, how to report criminal action or emergencies on campus. The handbook also covers items such as what is considered an offense. Statistical Report for Campus Crime is compiled of the college statistics for campus offenses; this report identifies any offenses within the last 3 years. This report is handed out to every employee and student of the college at the beginning of employment or enrollment.

Drug and Alcohol Abuse Prevention

The drug and alcohol abuse prevention handbook includes information about the college's drug and alcohol policy, state and federal sanctions of those using drugs and alcohol and where individuals can receive help. This handbook is handed out to every employee and student of the college at the beginning of employment or enrollment.

Guidelines for Skills Laboratory

The Guidelines for Skills Laboratory is given to students before they start working on practicing their skills. This is to ensure that the student understands how equipment is supposed to be used to avoid any accidents. The entrance to the skills laboratory must remained lock at all time; this includes the supply cabinets which include syringes. Student will only be allowed to practice in skills lab when an instructor can oversee the students' progress and safety.

Accident and Incident policies and report forms

Taylor College has this policy to help to ensure safety measures. All students, employees, visitors and patients who are involved in an accident/incident are required have an Accident/Incident Report form completed immediately if it involves injury or potential injury to the student, employee of the institution, visitor, or patient. When an Accident/Incident Report form is completed it needs to be turned into administration, so an investigation can be conducted.

Medical Variance policy and report form

This policy is implemented when a student enrolled in a nursing program makes a medication error. The clinical instructor is required to complete a Medication Variance and Evaluation Report as soon as the variance occurs or is discovered. The student is then responsible for completing specific assigned work and meeting with the instructor.

First Aid and AED located throughout the campus

An AED machine is located in the hallway next to the faculty offices which is centrally located in the campus. The college has first aid kits located throughout the campus, the following are the locations:

- Front Receptionist Desk
- Faculty Office
- Skills Laboratory

Fire alarms and fire extinguisher located throughout the campus

Fire alarms are located throughout the campus, in the case of fire employees, students, and visitors can pull the alarm to warn others. Fire extinguishers are also available and maintained annually.

Security

Keys are distributed to employees based on needed access to specific part of the building

Essential Functions for students

This is given to students who enroll into a health occupations program detailing the physical requirements during clinical practice at either a clinical site or in skills laboratory.

Adequate lighting throughout the campus during evening hours of operation

The college wants to ensure the safety of faculty, staff, students, and visitors during evening hours at the campus. Exterior lights on the building and parking lot lights have been installed to provide adequate lighting for the campus community during the hours.

Exit postings in all rooms

The college has posted exit routes from each room within the building in case of an emergency evacuation. Each room is identified with the nearest exit route in the case of an emergency and is posted on the wall next to the door. Exit routes are revised only if the building floor plans change.

Real, Threatened, or Impending Danger

In the case of a real, threatened, or impending danger the following are the appropriate actions. Refer to Campus Crime and Safety Handbook and Emergency Crisis Procedures / Guidelines pamphlet on appropriate procedures.

If the National Weather Service has issued a warning regarding tornados, hurricanes, severe thunderstorms that may cause harm to the campus community, the staff, and faculty:

- The staff, faculty and students will give timely warnings of just danger through the appropriate ways of communication (identified in Campus Crime and Safety Handbook). Either by telephone, bulletin boards, instructor announcement in class or clinicals, or email.
- Ensure that those currently on campus are in a safe area away from any danger
- Call the appropriate emergency numbers – available next to all campus telephones
- In the case of the campus being out of electricity all classes will be rescheduled

To assure the health and safety of the college's employees, students, and guests the following are the items that each person will receive:

Students and visitors by request:

- Campus Crime and Safety Handbook
- Statistical Report for Campus Crime
- Drug and Alcohol Abuse Prevention
- Guidelines for Skills Laboratory
- Essential Functions for students

Faculty and staff:

- Campus Crime and Safety Handbook
- Statistical Report for Campus Crime
- Drug and Alcohol Abuse Prevention
- Incident Report forms (available in administration)
- Guidelines for Skills Laboratory
- Essential Functions for students
- Accident and Incident policy and report form
- Medical Variance policy and report form

Review and Revisions

Plans are reviewed and/or by the Advisory Board Members and by faculty and staff. Review and revisions will include the review of any accident and incidents and results from the investigation all of which that have occurred between times of plan review.