



## Health and Safety

We are committed to ensuring the health and safety of our staff and students and to providing a safe environment for all those on our premises. We are also committed to maintaining safe and healthy working and studying conditions through the control of health and safety risks arising from our activities and equipment; ensuring the safe handling and use of substances; consulting with our staff and providing appropriate information, instruction, training, and supervision; and taking steps to prevent accidents and cases of work-related ill health.

### **Responsibilities**

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and study and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety, and thereafter making any necessary changes and bringing those to the attention of all staff and students, as appropriate.

The Board of Trustees has overall responsibility for health and safety and the operation of this policy and have authorized the Director to have day-to-day responsibility for health and safety matters.

The Director is responsible for:

- the implementation of this policy statement and keeping it under review;
- safety inspections;
- ensuring that legal requirements are met; and
- ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All members of staff have a duty to look after their own and others' health and safety. In addition all school staff have a duty under common law to take care of students in the same way that a prudent parent would. As such it is the responsibility of members of staff (teaching and non-teaching), to ensure that the Director is informed of any hazards present in the College. In practice, this means 'if you see something which you consider to be a hazard' report it. Do NOT assume that someone else will. These reports should be confirmed in writing.

### **Safe and Healthy Environment**

Maintaining a safe and healthy environment involves keeping facilities clean and orderly. Students and staff are responsible for keeping their work areas organized so janitorial staff can do routine cleaning. Janitorial staff are not responsible for cleaning or tidying personal belongings of students or staff. A

periodic check of the contents and layout of rooms should be done by staff and defective equipment, fittings, and furniture should be immediately reported to the Assistant Director or janitorial staff.

Key guidelines:

- Make sure that all doors are unlocked daily, and that all doors including fire doors are easy to open and free from obstruction.
- Ensure that free-standing furniture is not placed in such a position that it can be pushed over
- Avoid storing heavy equipment, materials etc on top of tall cupboards and high shelves.
- Ensure that all floor areas are kept clear of obstructions other than furniture so that cleaning staff are able to work safely and efficiently.
- Make sure that all furniture is in a good state of repair. Take out of use, and report as necessary, any defective item of furniture or equipment.
- Keep all sinks and wash basins free from obstruction so that they can be kept clean and hygienic.
- As far as practicable, keep working surfaces clear so that cleaners can wipe down as necessary
- Report any insecure wall-mounted units.
- Make sure that light sockets are not left without a bulb, to avoid the possibility of electric shock
- Do not leave electric power cables, leads etc trailing across the floor.
- Switch off and un-plug electrical equipment after use.
- Edged or pointed tools (such as scissors, knives, compasses) should be regularly checked for damage and stored safely.
- Aerosol containers should be kept in a safe, cool place to which they should be returned after use. They should never be left in direct sunlight.
- Hazardous, toxic or flammable materials (bleaches, polishes, paint etc) should also be stored securely.
- Students may use electric tools and machines only after receiving training in the proper use of the tools/machines and under instructor supervision.
- All machinery MUST AT ALL TIMES be used with the appropriate safety guards. If you use machinery which rotates (drills, food mixers etc) loose clothing such as ties should be secured; long hair should be tied back; Personal Protective Equipment ('PPE') should be worn if appropriate. The last point is particularly important. If you have been issued with PPE and are not wearing it, your entitlement to injury benefit may be reduced.
- Dispose of all waste materials in the appropriate manner. Regular garbage should be disposed of in trash cans. Hazardous materials are to be disposed of according to product directions.
- Broken glass should be reported immediately. Students should NOT be asked to pick up broken glass. If necessary, a temporary barrier could be erected using chairs etc.
- Electrical work should be undertaken by persons who are employed to do it. This normally means external electrical contractors. Faulty equipment, loose, worn or frayed wiring, damaged plugs etc should be reported immediately. Do not attempt to fix it yourself.
- Students must be made aware, and reminded periodically by staff of the designated parking areas for students.
- When overhead work is being carried out, an area should be roped off to prevent danger to passers-by. Students must not climb ladders, scaffolding towers etc. They must not go on the roof.
- All staff and students must use equipment in accordance with operating instructions, any instructions given by relevant teaching staff and any relevant training. Any fault with, damage to, or concern about any equipment or its use must immediately be report to the Principal.
- No person should attempt to repair equipment unless trained and designated to do so.
- Students should be made aware of potential hazards related to tools, equipment, and supplies used in their training. MSDS sheets and product safety information should be filed in an

accessible area of the department and both staff and students should be aware of the location of those materials.

- Appropriate first aid supplies should be available in each department. Students and staff need to be aware of the location of those materials.

### **Training**

All staff (whether temporary or permanent) will receive adequate training in health and safety to ensure that they are competent to undertake their work safely and efficiently. Program curriculum will include appropriate health and safety training prior to the use of tools, equipment, and supplies.

TCR provides training and drills for both emergency evacuation and shelter-in-place scenarios.

### **Emergency Action Procedures**

TCR has a written Emergency Action Procedures document that addresses potential health and safety issues including: power failure, gas leaks, water shut-off, medical and non-medical emergencies, extreme weather conditions, explosion, fire, building and structural damage, chemical accident, hazardous material spills, building evacuation, student or staff death, serious injuries, weapons on campus, weapons or threatening persons on campus, and bomb threats. A copy of the document is located in each department and copies are available on request.

In addition to those procedures, TCR has detailed procedures for handling emergency evacuation and shelter-in-place incidents. There will be at least one fire drill per term and the results of all fire drills will be recorded. These fire drills are important and must be taken seriously.

In accordance with the training statement above, all staff and students will be trained to ensure they know what to do when they hear the fire alarm. If necessary, additional and repetitive training will be available.

If you discover a fire, you should not attempt to tackle it unless you have been trained or feel competent to do so. Never put yourself or anyone else in danger. You should operate the nearest fire alarm and, if you have sufficient time, call the Administration Office and report the location of the fire.

All staff should familiarize themselves with the instructions about what to do in the event of fire. You should also know where the fire extinguishers are, and ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

### **Emergency Evacuation**

When the fire alarm sounds the following guidelines will apply:

- All students and all staff will proceed at once to the designated assembly area remaining calm and walking quickly.
- Instructional staff will take a class roster to use in taking roll.
- Designated staff in each building will insure bathrooms have been evacuated.
- Close windows and doors as you go, but do not waste time doing so – getting out is more important.
- Evacuate the building as quickly as possible at the nearest possible exit, including Fire Exits.
- Do not stop to collect personal possessions.
- Once students have assembled, instructors will call roll to make sure all students are present.
- Do not go back into the building until you are told it is safe to do so.

- Staff and students may not leave campus until told it is safe to do so.

### **Shelter-in-Place**

When an announcement is made to shelter-in-place the following guidelines will apply:

- All students and all staff will proceed at once to the designated shelter area remaining calm and walking quickly.
- Instructional staff will take a class roster to use in taking roll.
- Designated staff in each building will insure bathrooms have been evacuated.
- Close windows and doors as you go, but do not waste time doing so – getting to shelter is more important.
- Make sure doors to the designated shelter area are locked. If the door will not lock barricade an inward opening door with furniture. If the door opens outward move to a secondary shelter location.
- Turn off all lights.
- Do not stop to collect personal possessions.
- Once students have assembled, instructors will quietly call roll to make sure all students are present.
- Stay away from all windows. If necessary get under desks or tables to provide cover.
- Remain quiet. Do not talk or move around.
- Do not leave the shelter area until you are told it is safe to do so.
- Staff and students may not leave campus until told it is safe to do so.

### **National Health Alerts**

In the event of an epidemic or pandemic alert we will determine the best course of action based on recommendations from the local health department and CDC. Students and staff will be provided with pertinent information about the health alert including precautions, prevention, treatment, and resources. Students and staff will also be informed about TCR's course of action in dealing with the alert.