



Health and Safety of Employees, Students, and Guests Plan

Purpose

Technical College of the Rockies committed to ensuring the health and safety of our staff, students, and guests by 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. The purpose of this plan is to provide guidance on reporting and investigating incidents affecting the health and safety of TCR's constituents.

This plan is distributed and reviewed annually by staff, faculty, and students through student surveys and staff/faculty meetings.

Reporting and Investigating Accidents

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 cooperation 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 Delta County School District Board has overall responsibility for health and safety and the operation of this policy and has authorized the Director or his designee to have day-to-day responsibility for health and safety matters.

The Director or his designee is responsible for:

- the implementation of this policy statement and keeping it under review;
- having qualified personnel complete 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 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 and guests 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 or his designee 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.

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.

Emergency Action Procedure

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 repeated training will be available.