

AVTEC Health and Safety Plan

Purpose

To ensure a safe environment for everyone at AVTEC by implementing a comprehensive safety program that includes creation, review, and regular revisions of the AVTEC Safety Manual, identification and awareness of accidents and incidents through a reporting system and provide staff training and resources to review these documents to improve conditions related to health & safety and AVTEC responses to future incidents.

Stakeholders

- AVTEC Students
- AVTEC Staff and Faculty
- AVTEC Visitors and Guests

Scope of Services

- **Safety Manual:** Make available and regularly review a comprehensive safety manual that documents AVTEC processes and directives for staff and students to follow for health and safety information and during emergency situations. The manual will be available online and in hard copy format in all training areas & workplaces on campus.
- **Accident and Incident Reporting System:** Implement a reporting system to share information about and review accidents and incidents that affect the health and safety of students, staff, or visitors. This system will periodically be revised to ensure that it remains relevant and effective in identifying potential hazards and preventing future incidents.
- **Training Expectations:** With the involvement of the AVTEC leadership, create training expectations to ensure that all staff are aware of training and certifications that are helpful or required for their position. This will ensure staff are equipped with the necessary knowledge and skills to respond promptly to accidents and incidents on campus.
- **Health and Safety Resource Monitoring:** Monitor the presence and condition of first aid kits and other health and safety resources around campus, as well as ensure the completion of maintenance and custodial tasks that are required to ensure a safe working and training environment.

Staff Responsible

- Every member of AVTEC's staff is accountable for upholding best practices and complying with regulations to promote a safe and healthy working environment for all. All staff members are charged with understanding the safety manual and contributing to its updates and changes.
- Supervisors play a vital role in promoting a culture of safety and preparedness, and ensuring emergency response protocols and safety manuals are understood. This includes regularly communicating updates and reminders, as well as providing resources and support for any questions and concerns.
- Instructors are considered subject matter experts and are responsible for maintaining health and safety standards specific to their training areas.

- Supervisors and instructors must ensure that first aid kits are present and properly stocked, consistent with industry or government standards, and appropriate to the location.
- The Health and Safety Committee reviews reports on accidents and injuries, health and safety concerns, and improvements made. All AVTEC Staff participate in a review of the Health and Safety Plan and the Campus Security and Fire report annually. These reviews of incidents, accidents, and policy statements serve as an opportunity to discuss and identify ways to improve safety measures and practices at AVTEC.

Major Activities

- Annual review and update of the Health and Safety Plan and the AVTEC Safety Manual. Complete as-needed updates and modifications to these documents in response to incidents, accidents and new information identified by staff, students, or visitors.
- Collection and review of incident reports that relate to accidents or incidents on campus involving health or safety issues. Annual review of data collection methods related to the accident and incident reporting process. Set appropriate expectations and guidelines for supervisors and instructors reviewing incidents, to ensure that meetings to review incidents are held and that helpful records are kept of their discussions.
- Review upon hiring, at employee anniversary dates, and on an annual basis, of requisite or recommended training for staff to participate in or achieve certification as they relate to ensuring a safe training, working, and living environment on campus. Collaborate with AVTEC Leadership team on an annual basis, as part of the planning and budget process, to create an employee training plan for health and safety training & certification.
- Maintain a schedule for confirming that first aid kits in all facilities are present, stocked appropriately, and inspected on a regular basis.

Evaluation

The AVTEC Health and Safety plan is evaluated on an ongoing basis, determined by the frequency and severity of accidents that occur on campus, in the context of preventability and complete review subsequent to incidents. The plan is also evaluated on an annual basis.

Communication

The Health and Safety Plan is published on the AVTEC public website and is included as part of the Administrative Employee Handbook.

The AVTEC Safety Manual is published on the AVTEC public website and is made available in hard copy in all training areas and workplaces on all AVTEC campuses.

Messaging is sent to all students and staff at least once each year, encouraging the review of the Health and Safety Plan and the AVTEC Safety Manual – and which solicits suggested revisions or additions to these documents. Staff are encouraged at staff meetings, both all-staff, intra-, and inter-departmental, to suggest training opportunities desired or suggestions to improve the health and safety of campus facilities and operations.

All supervisors and instructors take an active role in promoting good health and safety practices among their direct reports, students, and training areas. This includes role modeling proper behaviors, developing and sharing communication that emphasize the importance of following

health and safety guidelines, conducting regular training sessions on relevant topics, and dedicating time during meetings and the regular workday to discuss safety best practices.

Budgetary Resources

AVTEC provides the resources required to enact and follow this Health and Safety Plan as part of its annual budget, allocating funds for the purchase and replacement of medical first aid kits, safety supplies, and other physical or online subscription resources through both statutorily designated and general fund program receipts.