

# **AVTEC Health and Safety Plan**

## **Purpose of the Plan**

To provide a safe environment at AVTEC by providing parameters to guide the creation and revisions of the AVTEC safety manual, develop an accident / incident reporting system, and ensuring that staff are trained and have the appropriate resources to operate in a safe manner.

## **Stakeholders**

Students

Staff and Faculty

The AVTEC Health and Safety Committee

Visitors and Guests to facilities

## **Scope of Services**

Memorialize AVTEC processes and directives for staff and students to follow during emergency situations in a comprehensive safety manual, available for staff and students online and in hard copy format in all training areas. Implement and periodically revise a reporting system to share information about and review accidents and incidents which affect the health and safety of students, staff, or visitors. Create staff training expectations, along with the AVTEC Leadership team, to ensure that all staff are aware of training and certifications that are helpful or required for their position to ensure the prompt response and review of accidents and incidents on campus. Monitor the presence and condition of First Aid kits around campus and the completion of tasks that are required to ensure a safe working and training environment.

## **Staff Responsible**

Each supervisor at AVTEC is responsible for ensuring that they and those they directly supervise are aware of emergency situation response protocols and where to find the safety manual. It is a shared and mutual responsibility to follow and enforce the health and safety practices established at AVTEC as well as to know when and what to do during and after an incident or accident, as well as how to document in writing the objective details related to incidents that occur on campus. Instructors are considered Subject Matter Experts regarding safety equipment and procedures in their training areas and are responsible for ensuring standards ensuring health and safety of students are maintained. All staff are charged with understanding the manual and both soliciting and offering changes and updates on a regular basis from employees, students, and guests.

Each year in January during the all staff meeting, the Safety Committee will report on all accidents and injuries, as well as any health and safety concerns or improvements addressed during the previous year as well as plans for improvements in the coming year. At this meeting the staff will be presented with the Campus Security and Fire reports as well as provided with an organized review of the Health and Safety Plan and the Safety Manual.

Supervisors are responsible for ensuring that required first aid kits are present and properly stocked to the standard required based on the location. For training areas, the instructor responsible for that part of the facility is to be responsible for ensuring that the required first aid kits are present and appropriately stocked based on industry or government standards.

## **Major Activities**

Creation and annual review 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 the Health and Safety Committee, the Department Heads, or the AVTEC leadership team.

Collection and review of incident reports that relate to accidents or incidents on campus that involve health or safety issues or which resulted in injury to staff, students, or visitors. 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 are held to 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 on an annual basis, as part of the planning and budget process, 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 checked on a regular basis.

## **Evaluation**

The AVTEC Health and Safety plan is evaluated on an ongoing basis by the frequency and severity of accidents that occur on campus, in the contexts of preventability and complete review subsequent to an incident. This plan is also evaluated as a whole on an annual basis.

This plan is also measured by the number of changes made on an ongoing basis to these plans as well as the annual review process that is conducted by the Health and Safety Committee as well as the AVTEC Leadership team.

The number of students and staff who are completely aware of this plan and the safety manual is an essential method of considering the efficacy of these documents.

## **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 and 'quick-research' format in all training and student life areas.

Meetings where safety and health topics are reviewed are noticed through the AVTEC Intranet and all related employees are encouraged to attend. Reviews of incidents and accidents that occur on campus may be restricted to ensure privacy of involved individuals.

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 soliciting suggested modifications or additions to these documents.

Staff are encouraged at staff meetings, both all-staff and inter-departmental, to suggest training opportunities or suggestions to improve the health and safety of all campus facilities and operations.

Messaging related to Health and Safety around campus, including posters, training topics, meeting ‘safety minutes’, as well as other types of announcements intended to create a culture of good health and safety among AVTEC stakeholders is the responsibility of supervisors for their direct reports & facilities and instructors for their students & training areas.

### **Budgetary Resources**

AVTEC provides all the resources required to enact and follow through with 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. Adequate time is provided throughout the year for safety meetings at both the micro and macro levels of committee work.