

Health and Safety Plan

This plan has been put in place with the purpose to assuring the health and safety of the institution's employees, students, and guests.

RESPONSIBLE AUTHORITY

School President

PLAN APPLICABILITY

All personnel and departments

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

All personnel

PLAN

Health and Safety Concerns - Emergencies

Health and safety concerns, as well as any type of emergencies are to be dealt immediately. Must be reported to the person in charge of school operations at the time it occurs, or, if not available, to the employee closest to the incident, so proper action may be taken in an expedited manner as per school procedures listed below.

Accidents Reporting and Investigating

Accidents are taken very seriously by our institution. Accidents are documented with the Incident and Accident Report Form by school staff present and reported to the School President, who is responsible for the follow-up until final resolution is found. Records of accidents and incidents, along with their resolution are permanently stored by the School President in an Accidents Folder. A report of accidents and incidents, along with their resolution is presented annually when the Health and Safety Plan is reviewed by all staff, the executive staff and advisory board members. Accident Report information is available to students upon request.

Instructor responsibility

Instructors oversee the safety of students and enforcement of safety in the classroom, lab and services areas. Instructors conduct a safety training the first day of class by reviewing the health and safety section of the provided student handbook.

Student Responsibility

Students are responsible to observe the school's safety regulations, as described in the student handbook. Students are responsible for personal safety and safety of others in their area of training and for immediate reporting any health, safety or security concerns to their instructors.

Employee Responsibility

All persons are required to understand the safety and health requirements of their specific areas of training and employment. It is the employee's responsibility to adhere to the school's policies and procedures relating to conduct and campus health and safety.

Emergency Exits and Evacuation Routes

Emergency exits and evacuation routes are posted in each room at our school.

Fire

If you see a fire, immediately alert your direct supervisor so the fire department can be quickly notified. Evacuate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from the fire department has been given or alarm has ceased.

Behavioral Disturbance or Any Other Issue that Requires Intervention

A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance, report immediately to the school personnel in charge, so they can take the corresponding measures that could include calling the police department.

Blood Spills

If you see blood that has been spilled onto floors or other surfaces, notify the instructor or another school employee. Do not attempt to clean the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For skin exposure or blood exposure that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another school employee.

Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean unidentified substances.

Smoking

Ruben's Five Star Academy is a smoke free school. Smoking tobacco or e-cigarettes is only allowed in the parking lot across from our facilities.

Training

Training is conducted on a quarterly basis to employees and staff following the health and safety guidelines as included in the Employee and Faculty handbook.

Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes

On an annual basis, the facility safety is evaluated by the county and city inspectors, and our permit updated on a non-finding basis.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

Expenses related to equipment required for the implementation of this plan is a responsibility of the School President, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, replacement are included in the budget allocated to the operations and

maintenance. Such requests are to be made directly to the School President, that will be dealt accordingly.

BUDGET

The Health and Safety Plan budget is allocated under the line item “Operations and maintenance”

EVALUATION

This plan is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey’s information collected is presented at the following meetings where actions are taken when necessary to improve the plan effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

PLAN AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and advisory members in a binder available at the student services office during regular school business hours. This plan is also available at the school’s public website

<http://rubens5staracademy.com/about/>