



HEALTHCARE  
CAREER COLLEGE

# HEALTH AND SAFETY PLAN 2019

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## Introduction

The *Health and Safety Plan* outlines policies and procedures for preventing, reporting, and handling accidents, emergencies, and other safety concerns. Healthcare Career College places a high importance on the safety and security of faculty, staff and students. Each person should be aware of procedures to follow and their responsibilities in case of an emergency. Furthermore, each person should be vigilant and proactive regarding safety concerns.

The Campus Management Team, which includes the Campus Director, Dean and Director of Nursing, evaluate and implement any needed revisions. The revised Health and Safety Plan is then posted on the federal disclosures section of the website.

Students are asked to review the effectiveness of the *Health and Safety Plan* in an annual student survey. Additionally, employees are asked to provide input on Health and Safety procedures of the campus annually on feedback forms. Any revisions required based on feedback from employees or students are implemented and incorporated into the revised *Health and Safety Plan*.

HCC posts an updated copy of the *Health and Safety Plan* on its website (<http://www.healthcarecareercollege.edu/required-federal-disclosures>). All employees and students receive an email notification of the Required Federal Disclosures page of the website by October 1<sup>st</sup> of each year. A hard copy of the Campus Health and Safety Plan is available upon request at the front desk.

Students, faculty, and staff health and safety are a top priority for Healthcare Career College. Emergency first aid kits are available in all areas. Evacuation and fire drills are conducted, and reports are completed. The common areas in the campus also have surveillance camera monitoring systems. These cameras operate around-the-clock and are used to assist in the investigation of incidents taking place on campus.

## Accident and Sickness Prevention and Reporting Procedures

Healthcare Career College has a responsibility to maintain a safe and healthy environment for students, employees and visitors while they are on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus. Healthcare Career College does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. Students or employees who have reported medical problems which might affect their performance will be required to submit medical clearance prior to enrollment or employment. The College seeks to assist students, employees and visitors with special health problems or limitations in accordance with Section 504 of the Rehabilitation Act of 1973.

Basic first aid supplies are available for students, employees and visitors for use in each suite. First aid kits are equipped with supplies such as Band-Aids and minor wound care materials. If student or employee is unable to locate the proper first aid supplies, the Dean or Director of Nursing should be contacted.

Healthcare Career College asks students, faculty, and staff to follow the procedures outline below in the event of accidents or health and safety emergencies:

1. Sickness, accidents and emergencies should be reported immediately to the instructor or

Dean.

2. The Dean will assess the situation and determine the appropriate course of action.
3. If necessary, the Dean will call 911 for further assistance.
4. If the student, employee or visitor is conscious and refuses treatment, the Dean or his designee will notify an emergency contact noted in the student's file.
5. Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.
6. Do not move the student, employee or visitor if there appears to be a head, neck, or back injury due to a fall.
7. If the person needing assistance cannot walk and needs assistance, the area where the person is located should be cleared. Keep the person as calm and comfortable as possible.
8. Stay with the person needing assistance until medical help arrives.
9. Only trained personnel should provide medical assistance to the person on school property.
10. After the emergency is over, the Dean will be responsible for investigating the incident and completing an incident report.
11. If needed, a member of the crisis management team will contact the parent, guardian, or partner of the person.
12. An Incident Report must be completed for all accidents and injuries occurring at Healthcare Career by students, instructors, and staff and must include the following information: Name, Department, Date & Time of Incident, Location of Incident, How Incident Occurred, What action was taken, and whether Medical Care was provided. The Incident Report must be submitted to the Dean and maintained by the Campus Director.

**Incident Report Form**  
For Accidents or Injuries

<b>Employee/Student/Visitor Information</b>			
<hr/>			
<b>Name (first and last)</b>		<b>Date of Birth (mm/dd/yyyy)</b>	
<hr/>			
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
<hr/>			
<b>Phone Number</b>		<b>Email</b>	
<hr/>			
<b>Relationship to Organization (Student/Employee/Visitor)</b>			

<b>Incident Information</b>	
<hr/>	
<b>Location of Incident</b>	
<hr/>	
<b>Date of Incident (mm/dd/yyyy)</b>	<b>Time of incident (hh:mm)</b>
<hr/>	
<b>Date Incident Reported (mm/dd/yyyy)</b>	<b>Time of report(hh:mm)</b>

**Describe what the employee/student/visitor was doing just before the incident occurred. Include the activity and any tools or materials used.**

**Describe how the injury/illness/accident occurred. Indicate injured body part or illness involved.**

**Indicate name and contact information of any 3<sup>rd</sup> party responsible for incident, if applicable.**

**List names and contact information of any witnesses**

**For needle sticks only**

\_\_\_\_\_

**Brand**

**Model**

**Was the sharps protection activated?**

Yes

No

If yes, when?       Before injury    During injury    After injury

If no, during injury or after injury, explain:

**Treatment information**

---

Treatment provider name (facility and physician name, if applicable)

---

Treatment provider address (city, state, zip)

---

Treatment provider phone number

**Declaration of Medical Treatment (check boxes and sign)**

- I decline medical treatment
  
- I understand this is a voluntary declaration and does not waive my right provided by the state of California.
  
- I agree to notify the College within 30 days should I need medical care at a later time.

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Employee/Visitor/Student Signature Date

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School Official Signature Date

## Medical and Emergency Alerts and Procedures

In the case of an emergency while school is in session, the Dean has the authority to assess the situation and act accordingly. The Dean will assess the situation and determine whether classes will be held. If classes are cancelled, efforts are made to notify the students as soon as possible.

Students, employees and visitors are encouraged to report crimes to local police and to the School Director. In the event of an incident, the Director should be called immediately to investigate and notify authorities if warranted. If the incident affected the student or employee, the affected person should report the incident to the local police. Emergency numbers are kept with the front desk receptionist.

All students, faculty and staff are responsible to follow general safety precautions. For example, campus community members should park their cars in a visible place and keep valuables out of sight. Valuables should not be left unattended.

## Accident and Emergency Investigation Procedures

All accidents, injuries, and emergencies are required to be reported immediately to the Instructor or Dean who will assess the situation and determine the appropriate course of action or if the Emergency Response System should be activated. After providing the appropriate first aid, the Instructor or Supervisor must complete an Incident Report Form which contains all the necessary information about the incident including a list of names and contact information of person(s) involved and any witnesses. The Campus Director shall conduct a thorough investigation of the facts of the incident report and interview witnesses and submit the results of her investigation for further management.

## Injury and Illness Prevention Plan

It is the policy of the Healthcare Career College to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. All faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed within the areas under their control.

The Dean and the School Director regularly inspect the campus according to the Campus Inspection Checklist, at least on an annual basis. Any potential health and safety concerns such as: trip hazards, inadequate ventilation, or unsafe equipment are identified and handled in a prompt manner. Furthermore, the Dean and the School Director encourage all faculty and staff to report any health and safety concerns on a regular basis.

Instructors are responsible in training their students in the safe handling and storage practices of hazardous chemicals and body fluids. Adequate safety equipment is provided in the laboratories and properly maintained. Students and faculty are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored. The goal of this program is to limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood borne pathogens which could lead to disease or death.

## General Safety Precautions

Safety is everyone's responsibility at Healthcare Career College. Safety must be given

primary importance in every aspect of planning and performing school activities. All injuries, regardless of how minor must be reported the instructor or Dean. Accidents generally occur because individuals fail to follow the proper safety rules. By following the safety rules accidents will be minimized.

1. Avoid overloading electrical circuits with too many machines.
2. Use flammable items with caution. Always follow the printed procedures on the product.
3. Walk—don't run.
4. Report sickness, accidents and emergencies of fellow students, employees and visitors to the director or instructor.
5. Ask for assistance when lifting heavy furniture or objects.
6. Smoke in designated areas only.
7. Keep cabinet doors and file and desk drawers closed when not in use.
8. Keep your work area clean and orderly.
9. Stack materials only to safe heights.
10. Use the right tool for the job, and use it correctly.
11. Do not operate any equipment unless you have been properly trained to do so.
12. Wear eye protection when indicated.
13. Use the proper safety equipment required for the job.
14. Watch out for the safety of fellow students, employees and visitors.
15. Information on campus safety activity can be accessed via the website at <http://www.healthcarecareercollege.edu/required-federal-disclosures>
16. A report on campus safety, updated annually, can be obtained at the front desk.

## Campus Violence

Threats of violence or acts of violence not only impact the student, faculty, or staff concerned, but also the mission of the Healthcare Career College to foster a conducive, inclusive and safe learning environment. The College prohibits violent acts or threats of violence, and any member of the campus community who commits a violent act or threatens to commit a violent act is subject to disciplinary action and/or civil or criminal prosecution as appropriate. Healthcare Career College has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. This includes both physical and verbal assaults. Any act that is physically assaultive; or any threat, behavior or action which is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others, to result in an act of aggression; or to destroy or damage property. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to report violence, acts of violence, threats of violence, or any other behavior which by intent, act or outcome harms another person or property, to their supervisor, the Dean or the Campus Director.

## Student Non-Participation in Class, Externship or Clinical Due to Illness

Students who will not be able to participate in class, externship, or clinical assignment due to illness are required to submit a medical certificate from their doctor. Students who anticipate to be absent for more than 10 consecutive class days are required to complete and submit a Leave of Absence Request stating their date of return. A medical certificate completed

by the doctor allowing a student to return to class is required. Failure to return from a Leave of Absence will result in being withdrawn from the program.

## Reporting Procedures for Safety Concerns on Campus

All faculty, staff and students who experience an injury should complete an Incident Report Form and forward it to the Dean and the Campus Director. With the consent of the affected person, the person will be sent for immediate medical care. Serious occupational injuries, illness or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to the Dean or Campus Director no later than 24 hours after they become known by the Supervisor. A “serious” injury is defined as hospitalization for more than 24 hours for other than observation, or the loss of a body part or permanent disfigurement. The Healthcare Career College Illness and Injury Prevention Committee will investigate illness and injuries as required.. Corrective action, or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the Committee.

If a condition exists that presents an imminent hazard to health or safety, the Campus Director shall inform all employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents or injuries. It is essential that all incidents be reported immediately and in writing to the Campus Director.

Reports of accident and injury incidents shall be maintained by the Campus Director. Complete records of all incidents involving bodily injury and property damage accidents involving students and/or visitors are maintained and analyzed for accident prevention and campus liability purposes by the Illness and Injury Prevention Committee. The Campus Director will record and report within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment. Records of occupational injuries and illness are kept in specified files and will be made available for review at any time for a period of five (5) years.

All students and faculty are required to complete OSHA training as part of their medical lab orientation and are also provided an OSHA Certificate upon completion of their training. Material Safety Data Sheets (MSDSs) for each material or chemical in the workplace are kept on-site and readily available to all employees.

The Healthcare Career College Illness and Injury Prevention Committee members conduct walkthrough surveys of labs for the purpose of advising the instructors and students about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, personal protection are discussed during the weekly faculty and staff meetings

## Procedures for Needlestick Injuries

Needlestick injuries in the laboratory must be reported to the Instructor or in the clinical sites to the site supervisor immediately. After providing first aid, Incident Report must be filed by the Instructor including the information required for needle sticks only. The Treatment information or a Declination of Medical Treatment should be completed and signed by the student, employee, visitor, and the School Official. The person affected should fill out an incident report form, which contains the following information:

<b>For needle sticks only</b>		
<hr/>		
<b>Brand</b>		<b>Model</b>
<b>Was the sharps protection activated?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, when?</b>	<input type="checkbox"/> Before injury	<input type="checkbox"/> During injury <input type="checkbox"/> After injury

The affected individual will be sent to the following clinic immediately for a blood test and appropriate immunizations. In case of needlestick injury, the College pays for the treatment at: Immediate Medical Center, 7300 Alondra Blvd. Ste.106, Paramount CA 90723. Their phone number is: (562) 616-1166.

### Emergency Procedures in case of Earthquake or Fire or Campus Lock-Down

Healthcare Career College Emergency Preparedness program provides for a consistent and adequate means of handling a variety of emergencies. The College personnel, students and the public are informed of and included in the preparedness and response strategy. The goals of this Plan are the preservation of life, the protection of property, and continuity of campus operations.

Fire, Earthquake, other natural disasters, and Campus Lock Down drills are conducted at least annually at Healthcare Career College.

In the event of actual fires, earthquake, and natural disasters, the instructors together with the assigned hall monitors will check their class attendance and make sure that all classrooms, laboratories, and restrooms are vacated. The Campus Director will be in charge of evacuating the Administrative staff and will make sure that all offices are properly vacated. Students, faculty, and staff will use the designated emergency exits and will all meet in a designated safe area away from the building. The designated emergency gathering place is at the center of the parking lot away from the building structures. Fire extinguishers are with clearly marked signs are located throughout the College.

In the event of a campus lock-down, all instructors must remain with their students locked in their classrooms and laboratories as soon as informed by the Dean or the Campus Director. Instructors and their students may not leave their classroom and laboratories until given permission by the Dean, or the Campus Director.

### Routine Health and Safety Inspections

Healthcare Career College has a responsibility to maintain a safe and healthy environment for students, employees and visitors. Routine Health and Safety Inspections are conducted by the Dean and Campus Director. Students, Faculty, and Staff are routinely required to complete surveys pertaining to Healthcare Career College’s Health and Safety Plan.

### Survey of Health & Safety Plan

1. I am clear on what I need to do if I am involved in an accident or become ill while at Healthcare Career College.

\_\_\_\_\_Yes                      No

2. I feel that Healthcare Career College is a safe place for me to receive training.

\_\_\_\_\_Yes                      No

3. First aid supplies are available should I need them.

\_\_\_\_\_Yes \_\_\_\_\_No

4. I received adequate safety information during the orientation process.

\_\_\_\_\_Yes                      No

5. I am familiar with the evacuation routes in the event of a fire or emergency.

\_\_\_\_\_Yes                      No

6. I am instructed to use proper safety equipment when safety equipment is required for the job.

\_\_\_\_\_Yes                      No

7. On a scale of 1 to 5, I would rate the importance of safety at Healthcare Career College as:

1        2        3        4        5 (1 being low; 5 being high)

8. Please list any suggestions that could be implemented to make Healthcare Career College a safer place for students, employees and visitors. (Use next page).

### Campus Inspection Checklist

- 1.** Have employees been trained in pertinent safe work practices and procedures for their workplace?
- 2.** Are employees familiar with appropriate emergency phone numbers and procedures?
- 3.** Are first aid kits readily available?

- 4.** Are all work areas and walkways clear and free of obstruction and extreme clutter? Have tripping hazards been eliminated? Are boxes or heavy objects stored on low surfaces (low risk of falling)?
- 5.** Are loaded bookshelves bolted to the wall (earthquake safety)?
- 6.** Are file cabinet drawers kept closed when not in use (avoid tripping hazard)? Are safe lifting techniques used?
- 7.** Are Material Safety Data Sheets (MSDSs) available for all hazardous substances employees may encounter?
- 8.** Are any fire extinguishers or fire alarm pull stations obstructed. 9.
- 9.** Are emergency procedures and contact numbers readily visible to employees?
- 10.** Is there a list of hazardous substances used in your workplace?
- 11.** Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance present?
- 12.** Are chemicals properly stored in cabinets, drawers and shelves?
- 13.** Is each hazardous substance container labeled with product identity and a hazard warning?
- 14.** Are all aisles kept clear of chairs and other obstructions/debris? Are window ledges not used for storage of chemical or projects?
- 15.** Is the floor kept dry to prevent slipping?
- 16.** Are safety glasses, face shields, and protective clothing used when handling hazardous substances?
- 17.** Is a “No Smoking, No Eating, No Drinking” sign posted in the lab?
- 18.** Is PPE provided, used and maintained wherever it is necessary?
- 19.** Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- 20.** Is all protective equipment maintained in a sanitary condition and ready for use?