

Vancouver Island Institute of Medical Technology:

Health and Safety Policy

January 1, 2011

Name of Policy

Implementation Date

All employees are responsible for administering this policy.

October 28, 2010

Position(s) Responsible

Date of Last Revision

Policy:

Vancouver Island Institute of Medical Technology is committed to providing a healthy and safe working and learning environment for all employees and students. The policy applies to all [Institution] employees and students.

Procedure for Fire Safety:

1. The Senior Administrator ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Senior Administrator ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The designated institution safety officer is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, the Senior Administrator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
5. The Senior Administrator will advise all employees to evacuate the campus.
6. Instructors will escort their students to the Robins parking lot behind the building ensuring that he or she takes the class list with them. At the Robins parking lot behind the building, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Senior Administrator if anyone is missing.
7. The Senior Administrator will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Senior Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

1. The Senior Administrator ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Senior Administrator ensures that all employees receive training in the school earthquake evacuation procedures.
3. The designated institution safety officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Senior Administrator will advise all employees to evacuate the campus.
6. Instructors will escort their students to the Robins parking lot behind the building ensuring that he or she takes the class list with them. At the Robins parking lot behind the building, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Senior Administrator if anyone is missing.
7. The Senior Administrator will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Senior Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, WorkSafe BC or by the equipment manufacturer.
2. The Program Coordinator is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.

4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Senior Administrator arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.

All inspections and their outcomes are documented and the inspection report is retained in the Health and Safety Binder.