



Petra College

Health and Safety

Plan

Mission Statement:

It is the mission of Petra College is to educate students for careers that exist today.

Vision Statement:

It is the vision of Petra College to provide the finest of career training that enables our students to grow both personally and professionally with confidence, knowing they are well versed in their related fields of study.

Table of Contents

Overview	4
First Aid Kits	5
Fire Safety	5
Incident Reporting	5
Employees	6
Students	6
Public	7
Incident Investigation Process	7
Site Emergency Plan	7
Pandemic Safety Plan	7
Social Distancing:	8
Hygienic Requirements:	8
Personal Protective Equipment:	8
Safety Data Sheets	8
Photo Identification – Badges	9
Campus Security	9
Evaluation – Revision	9

Overview

Petra College is located in Hammond, Louisiana. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for our students. Petra maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classroom and laboratory.

To fulfill the goal of maintaining a safe and healthy environment on a daily basis, Petra implements policies and procedures relating to health and safety issues. These safety policies are in place, implemented, and regularly evaluated and revised through thorough reviews of accident reports, Safety Meetings, as well as soliciting input from employees and students through an evaluation. Also, a suggestion box is located in the classroom and encouragement to express any safety concerns to their instructors or staff members. There is a system for reporting and investigating accidents that is followed by all staff as evidenced in our orientation.

Petra College has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- Wear ID badges
- Observe safety rules
- Familiarize and follow implemented incident procedures
- Keep all areas of Petra College clean at all times

- Immediately report incidents when they occur
- Only use equipment assigned and training provided for

Employees with questions or concerns relating to this safety plan should refer questions to the administration. Anyone who becomes aware of an unsafe condition or practice, or witnessed a near miss accident, it is important that they report the circumstances to the administration as soon as possible. This action may prevent a future accident.

First Aid Kits

First aid kits are located at the in the lab. Signs are clearly posted where the first aid kits are. Maintaining stock levels and replacing expired items is completed on a regular basis.

Fire Safety

Fire extinguishers are available in the classroom. Fire extinguishers are inspected yearly by a third-party company to ensure that all fire extinguishers are working properly in accordance with the law. Inspections are documented on the tag attached to each unit.

In case of fire, students, faculty, and staff are instructed to follow the evacuation plan posted on campus. They should only use the safest route for evacuation.

Incident Reporting

The incident reporting procedure is performed by completing an incident form. Incident forms can be accessed in the administrative office. All accidents or “near misses” must be reported immediately and an accident investigation is conducted by administration. Investigations seek to identify the cause of accidents, review how it happened, and determine if a potential hazard exists which can be reduced or eliminated so future incidents are not repeated.

All employees are expected to complete basic safety training, follow all safety policies, and use common sense in their daily activities.

In cases of incidents, the following procedures should occur:

Employees

Employees injured during the course of work-related events in and out of the classroom are responsible to:

- Immediately report any injury received on the job to administration.
- Contact administration
- Visit the medical provider as authorized by the administration, or if necessary, worker's comp adjustor
- Follow the provider's plan of treatment

In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify administration who, in turn, will receive authorization prior to obtaining care. The injured employee must be available to discuss the injury status when needed.

Emergency Care

- If emergency assistance is needed, dial 9-1-1 immediately
- Staff should do their best to assist the injured in any way they safely can without exerting additional injury to the injured
- Follow the instructions of emergency personnel once they arrive and provide as much information to them as possible

Students

If a student suffers work related injury/illness, an Incident Report should be completed on the same day of the incident and submitted that day to

the Director. Staff should contact emergency services (9-1-1) immediately if it is warranted.

Public

If a non-Petra employee or student suffers an injury while on campus, an Incident Report should be completed on the same day of the incident and submitted that day to the Director. The Director will retain a copy for Petra's files and submit the form to authorities, if required.

In all possible cases, a drug screening should be conducted

Incident Investigation Process

The staff member who witnesses or is told of an incident completes an Incident Report as soon as possible and submits the report to Petra's director before the end of the working day on which the incident is reported.

Site Emergency Plan

Drills are announced without warning and are conducted so that students and personnel can react quickly and appropriately to an actual incident. All occupants of the school that day must participate. During the drills, administrators and selected staff members check students and staff leaving the building according to the plan. The plan is reviewed and revised annually or more frequently if needed.

Pandemic Safety Plan

In the event of a serious incident which poses an immediate threat to the health and safety of the campus community, Petra has a system in place for communicating with the campus community. Calls will be made to students, faculty, and staff. Messages posted on Petra's website will also be utilized for communicating safety guidelines, to prevent unnecessary entry on campus grounds. Petra institutes federal guidelines published

by the Center for Disease Control and Prevention, as well as guidelines issued by the Louisiana Dept. of Health.

Social Distancing:

Social distancing means keeping space between yourself and other people outside of your home. To practice social distancing, the Petra community will be asked to stay at least 6 feet (about 2 arms' length) from others. Gatherings will not be allowed on school grounds. Wearing face coverings do not minimize the need and importance of social distancing.

Hygienic Requirements:

Personal attention to hygienic practices is critical. Everyone entering the facility will be asked to wash their hands upon entering and regularly throughout the time they are on campus. Hand sanitizer will be available in the classroom, the lab, and in the administrative office. Employees should restrict shared use items (e.g., keyboards, phones) and in the classroom.

Hygienic practices will be posted throughout Petra detailing CDC guidelines on hygiene standards and cleaning protocols. Cleaning products will be available in the classroom, lab, and office and those affected will be asked to disinfect shared equipment or furniture before and after each use.

Classroom time will be restricted during times of health emergencies. The number of students allowed in classes will be based on size guidance provided by state officials. If required, virtual classes will be established for instruction.

Personal Protective Equipment:

All individuals must wear face coverings over nose and mouth in any outdoor and indoor on Petra College grounds (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering) during a health emergency. Staff, faculty, and students in individual office spaces or rooms can remove face

coverings when alone but should wear them when leaving their spaces or if someone joins them. Individuals who refuse to comply with existing state and/or federal mandates and choose not to wear a facial covering for personal reasons will be asked by administration to leave campus to ensure the safety of all individuals on site.

Photo Identification – Badges

All students/guests who visit the campus are scheduled prior to visiting. However, if a student/guest is a walkin administration clicks the button that unlocks the door. Petra has developed photo identification badges that are issued to all students and staff. All visitors must visit the front desk upon entry on the campus to conduct any business.

Campus Security

Petra College, as a one-building institution, does not maintain permanent security personnel. We do maintain a good working relationship with the Hammond Police Department. The police department is 2 miles away from Petra College. Petra administrative staff maintain contact via cell phones and landlines at all times in case of emergencies.

Intruder alarm systems are maintained and inspected by Tommy's Lock and Alarm. Maintenance of the fire extinguisher is contracted by Tri-Parish. Smoke detectors are present in the front office and classroom checked by maintenance.

Evaluation – Revision

This health and safety written plan is reviewed and evaluated annually by faculty and staff.