



HEALTH AND SAFETY PLAN

TO ASSIST STUDENTS



CENTER FOR EMPLOYMENT TRAINING

Plan to Assist Students in Cases of Sickness, Accidents, and Emergencies

PLAN OBJECTIVE

CET has adopted and implemented a written plan for the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus. This plan ensures that adequate student health and safety services are provided to students by CET staff. The plan is designed to help all Center Staff deal with sudden emergency, sickness or accidents involving students while on campus or during off campus school-related activities.

PERSONS RESPONSIBLE

All Center Staff are responsible for ensuring the safety of CET students. Instructional Staff responsibilities:

- Ensure the utilization of the manufactures' operating instructions as a basis for operating and maintaining equipment.
- Check all equipment and power tools before use for work or training.
- Adhere to lock-out/tag-out procedures as needed if applicable.
- Maintain Material Safety Data Sheet (MSDS) binders if applicable.
- Maintain safety standards related to handling blood borne pathogens if applicable.
- Assist with maintaining first aid kits.
- Maintain eyewash stations if applicable.
- Adhere to safety practices related to hands-on training in shop areas.
- Report all potential hazards.

ACTIVITIES TO ACHIEVE THE OBJECTIVE

Copies of the plan are to be available in all classrooms, offices, common areas, and/or CET website, and made available to all staff and students.

SUDDEN STUDENT ILLNESS

- **Fainting**
 - If a student faints in the classroom, perform the following steps.
 1. Leave the person who has fainted lying down.
 2. Loosen any tight clothing on the person.
 3. Make sure that the person has an open air passageway.
 4. Do not give the person any liquids.
 5. Call the Center Director or designated Center Staff for medical assistance.
- **Seizures**
 - Perform the following steps for someone who is having a seizure:
 - Remove any objects near the person who is experiencing a seizure. Do not restrain the person.
 - Do not force anything between the person's teeth.
 - Loosen clothing around the person's neck after the person has stopped seizing.
 - Keep the person lying down.



- Make sure that the person has an open air passageway.
 - If the person stops breathing, perform artificial respiration.
 - Allow the person to sleep or rest after the seizure.
 - Call the Center Director or designated Center Staff for medical assistance.
- **Cold or Flu Symptoms**
 - If a student has symptoms of a cold or flu, especially a fever or coughing, the student should be asked to leave campus until they are feeling better.
- **Pandemic Disease**
 - The Human Resources Department is responsible for informing staff and students of a pandemic disease, however, the following steps should be taken:
 - Students with symptoms of the disease should be asked to go home immediately.
 - Whenever possible, students should be spread out and interactions between all persons kept to a minimum.
- **Sudden Pain or Reaction**
 - If a student has sudden severe pain or reaction, do the following:
 - Call Center Director, or the designated Center Staff for medical assistance.
 - Move the remaining students to an alternative classroom.
 - Be ready to provide student information to Center Director, or to the designated Center Staff for medical help.
- **Other Illness**
 - In case of other major sudden illness, call the Center Director or the designated Center Staff right away.

CLEANING UP AFTER A SUDDEN ILLNESS

After a student illness, you may have to clean up the work area to remove any blood or other body fluids. CET has Blood Borne Pathogen Kits for cleaning up. Follow the directions in the packet for safely cleaning up after an accident. Always remember to wear Personal Protective Equipment. Never touch any body fluid with bare skin.

STUDENT ACCIDENT

If a student accident requires First Aid, only perform the aid you are trained to do. Doing anything above what you are trained to do can potentially harm the student more and could make you personally liable in a lawsuit.

BASIC GUIDELINES TO FOLLOW THAT ARE COMMON IN ALL ACCIDENTS:

- Always survey the surroundings before you intervene. Make sure you understand what caused the accident and you are not being put in harm's way by helping.
- Always fill out an accident packet
- Always inform the Center Director of accidents or designated safety personnel.
- Always inform Human Resources and the Center Staff for all accidents.



ALWAYS USE PERSONAL PROTECTIVE EQUIPMENT WHEN ADMINISTERING FIRST AID. ALWAYS USE LATEX GLOVES AND OTHER BARRIERS WHEN THERE IS A CHANCE YOU COULD COME IN CONTACT WITH BODY FLUIDS OF ANY KIND.

EYE INJURIES

- If someone suffers from an injury to the eyelid, follow the steps below:
 - Stop any bleeding by gently applying direct pressure to the eyelid with a bandage or handkerchief.
 - Apply a sterile dressing to the eyelid.
 - Call for emergency medical assistance.
- If someone suffers from a blunt injury, follow the steps below:
 - Apply a dry, sterile dressing to both eyes (movement of the undamaged eye will cause the damaged eye to move and possibly cause more damage).
 - Call for emergency medical assistance.
- If someone suffers from a penetrating injury to the eye, follow the steps below:
 - Do not remove the object or wash the eye.
 - Cover both eyes to prevent eye movement. Avoid making the covering so tight that pressure is put on the affected eye. If possible, cover the injured eye with a paper cup and wrap the dressing around the base of the cup to hold it in place.
 - Call for emergency medical assistance.
- If someone suffers from a chemical burn to the eye, follow the steps below:
 - Wash the affected eye with lots of running water by flushing from the nose outward for 15 to 30 minutes.
 - Wrap a bandage around both eyes.
 - Call for emergency medical assistance.

NOSEBLEEDS

- If a person is bleeding from one or both nostrils, treat this injury by following the steps below:
 - Loosen clothing around the neck area of the person who has the nosebleed.
 - Instruct the person to sit up with her or his head tilted forward or to lie down with head and shoulders elevated.
 - Instruct the person to breathe through the mouth.
 - If the bleeding is from the front of the nose, pinch the nostrils together for 5 minutes and place cold, wet towels or cloths over the face and nose.
 - If bleeding continues, insert a small sterile pad in one or both nostrils. Make sure the pad extends from the nostril. Pinch nostrils together. If bleeding continues, get emergency medical assistance.

BLEEDING

- First aid for external bleeding includes stopping the bleeding and preventing infection and shock. Specific steps are listed below:
 - Call for emergency medical assistance.
 - Put on any Personal Protective Equipment you may need (latex gloves, face mask, etc.)
 - Place a sterile dressing over the wound and apply pressure. This action is the most effective treatment. If a sterile dressing is not available, use a handkerchief



or, as a last resort, use your bare hand. The purpose of the dressing is to absorb blood and permit the blood to clot. Do not remove a dressing if it becomes blood soaked; just apply another dressing on top of the first dressing and keep pressure on the wound.

- If the injured person also has injuries such as a fracture or potential spinal cord damage, do not move the injured person. If the injured person has no such injuries, then elevate the wound so that it is higher than the heart. This action reduces the blood pressure in the area of the wound.
- If bleeding cannot be stopped by direct pressure, you will have to try putting pressure on a main artery supplying blood to the area. This is done by compressing the artery, which is between the wound and the heart, against a bone. Note that if this technique is used too long additional injuries can occur to the area beyond the compression point. Use of this technique should be discontinued as soon as possible, unless this technique is the only effective technique.
- Inform the Call Center Director or the designated Center Staff as soon as possible.

HEAD AND BACK INJURIES

- If you suspect a neck or back injury, do not move the person unless the person's life will be threatened. Call for emergency medical assistance. If the person seems dazed or disoriented, keep the person immobile until emergency medical assistance arrives. Inform the Center Director or the designated Center Staff as soon as possible.

BURNS

- **If someone suffers from a burn caused by heat, follow the steps below:**
 - Put on any Personal Protective Equipment you may need (latex gloves, face mask, etc.)
 - For a person who has first-degree burns or second-degree burns without open blisters, flush the burns of the injured person with lots of cool (not cold) running water. Apply moist dressings and bandage loosely. Call for emergency medical assistance.
 - For a person who has second-degree burns with open blisters or third degree burns, call emergency medical assistance. Then, apply dry dressings and bandage loosely to the person's burns. Do not use water as a treatment because it increases the chance of the person experiencing shock.
- **If someone suffers from a burn caused by chemicals, follow the steps below.**
 - Call for emergency medical assistance.
 - Use lots of running water to flush chemicals from the skin (15 to 30 min), and remove any clothing and jewelry on which chemicals have spilled.
 - Cover burns with dry, loose dressings.
 - Be aware of the possibility of the burned person experiencing shock.
- **If someone suffers from a burn caused by electricity, follow the steps below.**
 - To avoid an electrical shock, turn off the source of the electricity or remove the source of electricity from the victim by using an insulating device (wooden meter stick or broom handle). Keep bystanders away from the sources of electricity.



- Call for emergency medical assistance. Check the burned person for more than one burn.
- Cover all burns with dry, loose dressings, and then bandage the dressings.
- Be aware that the burned person may experience cardiac arrest or shock.

IN ALL BURN CASES, INFORM THE CENTER DIRECTOR AND CENTER STAFF AS SOON AS POSSIBLE.

CLEANING UP AFTER AN ACCIDENT

After a student accident, you may have to clean up the work area to remove any blood or other body fluids. CET has Blood Borne Pathogen Kits for cleaning up. Follow the directions in the packet for safely cleaning up after an accident. Always remember to wear Personal Protective Equipment. Never touch any body fluid with bare skin.

OTHER STUDENT EMERGENCIES

CET has specific instruction for different types of emergencies in the *Emergency Evacuation Manual*. You can also request a printed copy from designated Center Staff by contacting them directly or contact Human Resources.

EVALUATION AND REVISION

The Health and Safety plan will be evaluated annually by students and Center Staff. The evaluation of the plan will be discussed in a Student Council Meeting with students from different programs and with staff during a Safety Committee Meeting. Evidence of this discussion will be recorded in meeting minutes. The Center's Safety Committee will approve any proposed revisions to the plan.

