

# **CENTER FOR EMPLOYMENT TRAINING**

## **HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, AND GUESTS PLAN**

### **GOAL AND OBJECTIVES**

CET has developed and put in use an appropriate plan to assure that resources are available to provide for the protection of the health and safety of employees, students, and guests to maintain operational readiness.

The objective of the plan is to provide procedures which will eliminate conditions that can cause accidents, incidents, and crime. Through the promotion of safe practices, a system has been implemented for reporting and investigating accidents and incidents/crime to assure that employees have the proper working conditions, tools, equipment, and training, to function without risk of possible harm to life and health, and to incorporate safety as an essential element of successful job performance.

### **RESPONSIBILITY**

CET's Health and Safety Plan involves a shared responsibility by CET administration, each and every employee, and students, making safety a high priority. Additionally, the CET HR Safety/Facilities Manager will work with each campus' Center Director or designated person to carry out this plan.

## **ACTIVITIES**

### **PANDEMICS OR NATURAL DISASTERS**

*Depending on circumstances such as a pandemic or other extraordinary situations, additional guidelines will be provided to comply with CET protocol, local, county, state, and federal ordinances.*

CET has implemented a COVID-19 Prevention Training module in the Canvas Learning Management System to help students and staff stay healthy and safe.

### **QUARTERLY INSPECTIONS**

Quarterly Facility Inspections ensure that the facility provides for a healthy and safe environment for students, staff, and guests.

The quarters are defined as follows (calendar year):

- Quarter 1: January through March
- Quarter 2: April through June
- Quarter 3: July through September
- Quarter 4: October through December

The inspections will be filed and reviewed. After HR reviews each inspection and is notified that the inspection is vetted, the campus will file a copy in their *Evidence-Exhibits* folder for this plan. When safety hazards or equipment repairs are identified, the work order for repair or purchase order for replacement is initiated by the Center Director or designated staff.

Any concerns regarding the ergonomics of the work stations are reported by the Center Director or Supervisor to the HR Department for evaluation and corrective measures. The HR Department maintains records of all reports.

### **COMMUNICATION AND DISTRIBUTION TO STAFF AND STUDENTS**

The Human Resources Department will ensure that all new employees are provided access to the Health and Safety Plan for CET's Employees, Students and Guests.

The Safety Committee at each campus is made up of different staff. They will meet quarterly to review the results of quarterly building inspections and keep minutes of the meetings. Any hazardous conditions and safety recommendations will be submitted to all employees via e-mail and posted in a common area for students. Any corrective action will be taken as needed. The Safety Committee meeting minutes will be filed by year and by center.

The *Health and Safety of Employees, Students, and Guests Plan* and *Health and Safety Procedures* are available to students in the Canvas LMS. The *Health and Safety Procedures* may be made available in each classroom or public area. At any time, students can bring any concerns or recommendations to their Instructor, Center Director, and or safety designee. All recommendations and concerns are discussed during the quarterly Safety Committee meeting.

### **REPORTING AND INVESTIGATING ACCIDENTS**

CET has implemented procedures to ensure that all incidents regarding the health and safety of staff, students, and guests, are reported and documented. If there is an accident that takes place in the classroom, lab/shop area, any common area on campus, parking lot, or off-campus during a field trip, a report must be completed and HR must be contacted immediately before submitting the report.

Instructors, Center Director, and the Regional Director, are responsible for investigating accidents, documenting the incidents including taking statements, witness accounts, and developing a corrective action plan. Completed Accident Packets must be turned into the Corporate Human Resources Department via email immediately after any occurrence within 24 hours.

### **REPORTING AND INVESTIGATING INCIDENTS/CRIMES**

Incidents/crimes on or off campus, sidewalk, street, or sidewalk around the center are reported electronically in the Customer Information Management System (**CIMS**) system (Incidents/crimes that may cause a threat on or around campus must be reported **immediately** – within 24 hours). A report of incidents/crimes is posted of such in common areas so that all staff, students, and guests are aware.

### **SECURITY**

All centers have a sign-in process for staff and visitors. Each center follows security building protocols established during the COVID-19 pandemic.

### **DRILLS**

Fire drills will be held quarterly with all campus staff, students, and visitors to familiarize everyone with procedures and to make the response a matter of established routine. Lockdown/Shelter-in-Place drills will be conducted annually. Under the direction of the HR

Department, the annual disaster drill is carried out as well as drug and alcohol training for staff and students. Records of all fire drills are maintained locally and also filed in the appropriate HR folder.

### **EVALUATION AND REVISION OF THE PLAN**

The *Health and Safety of Employees, Students, and Guests Plan* and the *Health and Safety Procedures* will be distributed and evaluated on an annual basis by CET Administration and all centers with input from employees. The evaluation and any input will be documented in typed meeting minutes. Recommendations will be brought to the Safety Committee Meeting and to the Corporate Human Resources Department.