

# Health and Safety Plan

**Revised October 2019 for year 2020**



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## Purpose

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The Learning Bridge Career Institute (LBCI) knows how important it is to maintain a safe campus environment for students, employees and visitors. This Health and Safety Plan outlines the procedures and responsibilities to maintain both personal and campus safety. This plan will cover areas of incident reporting, facility safety, and annual plan evaluation.

## Incident Report Procedure

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**PURPOSE:** *To properly document and evaluate incidents that may need medical attention*

**SCOPE**

a. This policy is the primary duty of all employees on staff  
**RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY**

- b. Instructor or staff member should immediately contact the nurse on duty. If there is not a nurse on duty, contact the administrator on duty.
- c. Nurse or Administrator should evaluate the incident

Coherent

- i. If the person is injured but coherent, an incident report should be completed ensuring that the nurse or administrator asks if the injured person is in need of ambulatory services and or if LBCI should contact the emergency person on file.

Non-Coherent

- ii. If the person is not coherent, then 911 must be called immediately as well as the emergency contact. The nurse or administrator must fill out the incident report and disclose the nature of the incident to emergency personnel.
- d. All incident reports must be signed by Nurse or Administrator and injured party. If the injured party is unable to sign, write “unable to sign” on the signature line and have witness sign next to “unable to sign”.
- e. Original document must be turned in to Administration, copy is placed in injured party’s file, and copy is given to the injured party.
- f. Follow-up for requested ambulatory services or non-coherent person will be completed by the Nurse or administrator within three days of the incident.

\*\* Please note that all injuries must be documented with an incident report no matter how minor the injury may be.

\*\*ALL incidents are to be reported immediately via phone or in person.

## Comprehensive First Aid Procedure

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**PURPOSE:** *To ensure that first aid supplies are available in the event of emergencies*

**SCOPE**

- a. This policy is the primary duty of all staff on duty
- b. Basic first aid kits are located on the top shelf of bookcases in classrooms and lab in visible plan site
- c. Volunteer incident reports go to campus Director.

**RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY**

- a. *First Aid Kits/Supplies*
  - a. Located in a central visible location
- b. *Re-stock*
  - a. The nurse will maintain a fully stocked first aid kit. If supplies decrease, the Director will complete requisition for addition supplies. Supplies will be ordered by Director and will replenish.

- b. **Nurse** will also check expiration dates on all supplies and maintain non-expired supplies in the First Aid Supply Kit

## Emergency Evacuation Procedures

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**PURPOSE:** *To prepare students and team members in the event of a needed evacuation due to an emergency situation.*

### SCOPE

- d. This policy is the primary duty of all employees on staff

### RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY

#### c. *Fire*

- a. All parties are notified of a Fire Emergency by the building fire alarm
- b. All Instructors are to immediately obtain their role books/sign in books if at all possible.
- c. All instructors and students are to immediately exit to the nearest and safest exit door.
- d. Once all persons are exited, everyone should move to the front parking lot away from the building. **Back door exit moves to the far back left away from the building. Front door exit move towards the far left or right of the building away from harm or danger.**
- e. Instructors should immediately take role to ensure all students are accounted for
- f. Once emergency staff gives clearance, all parties will be allowed to exit or enter into the building.

#### d. *Weather*

- a. All instructors and staff members should move the middle to building away from all windows. This procedure should be done until all is clear it is safe to either exit the building or return to designated classroom.

## Basic Campus Safety Precautionary Procedures

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**PURPOSE:** *To ensure that all employees and students are safe*

### SCOPE

- e. This policy is the primary duty of all employees on staff

### RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY

#### e. *Wearing of ID Tags*

- a. Identification tags must be worn daily above the waist at all time while on campus by all employees and students as a safety precaution.

#### f. *Video Severance cameras*

- a. Video severance cameras are placed in the various areas of the campus for additional security within high traffic areas. All employees and students must sign permission forms to photograph and video upon employment and student enrollment.

#### g. *MSDS Binder*

- a. *The MSDS binder is located in the main lobby area next to the Comprehensive First Aid Kit. **located in a central location in the middle of the administrative areas.** The binder is to insure the fastest possible response to any ingested substance, contaminated surface, or inhaled chemical substances located on campus.*

#### h. *Fire Drills*

- a. LBCI conducts fire drills on an annual basis so that students and employees are familiar with safe evacuation routes within the campus. (see Emergency Evacuation Procedures)
- b. **Designated staff will evacuate sign in sheets and classroom first aid kits**
- c. **Administrative teams will exit with the LBCI Trauma First Aid supplies bag, locate in the 3<sup>rd</sup> drawer of the filing cabinet in the administrative area of the campus.**

## Annual Plan Evaluation

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Beginning May 2014, the Health and Safety plan will be evaluated yearly in the annual staff retreat and distributed to all newly hired employees. Currently, the Health and Safety plan is displayed in each office, the [website](#), and classroom for review.