



SAFETY POLICY

Responsibility

- All staff and students
- Instructors
- President/Chief Executive Officer
- Senior Education Administrator

Crisis Management Policy

Safety Policy

Insignia College is committed to providing a healthy, safe working and learning environment for all staff, students and visitors, and to reduce the risks of accident or injury for the purpose of maintaining a safe environment.

Health and Safety

Insignia College follows health and safety guidelines relevant to the types of programs offered.

A review of the guidelines will be conducted annually to ensure the guidelines are being followed.

Any possible breaches or concerns relating to the guidelines must be directed immediately to the instructor or Senior Education Administrator. Students, Employees, visitors and clients can discuss relevant matters with the instructor or Senior Education Administrator. Any immediate safety concerns will be addressed immediately; not urgent or more general concerns be recorded and reviewed by the Senior Education Administrator within 72 hours.

References:

WorkSafe BC - <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation>

OH/ safety guidelines: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>



Procedure for Fire Safety

1. The Dispatcher ensures that sufficient fire suppression equipment is available as needed throughout the whole campus and that all fire suppression equipment is examined by a qualified inspector at least annually.
2. The Dispatcher ensures that all employees receive training in both the operation of the fire suppression equipment and in the college fire evacuation procedures.
3. The Dispatcher is responsible for preparing and posting emergency exit instructions route maps in each classroom.
4. In the event of a fire emergency, staff will immediately contact the fire department (911) and will give the details of the type of fire if known, location and follow the instructions of the 911 operator.
5. All persons will evacuate the campus under the direction of senior staff.
6. Instructors will escort their students to the safety area identified on the exit plan, ensuring that he or she takes the class lists with them. The instructor will check the students present against the class list and will immediately advise the Dispatcher or senior staff in charge if anyone is missing.
7. The Dispatcher will act as a liaison between fire officials and students or employees during the emergency. If necessary, the Dispatcher will authorize college closure.
8. No student or employee will be allowed to re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety

1. The Dispatcher ensures that adequate precautions are taken throughout the campus to assure that injury due to falling or unstable items during an earthquake is limited, this may include securing file cabinets to walls and lipped shelving for books or binders above head-level.
2. The Dispatcher ensures that all employees receive training in the college earthquake evacuation procedures.
3. The Dispatcher prepares and posts emergency instructions and exit route maps in each classroom at the campus with the exit specifically noted in a colored 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 deemed safe to do so, all persons will evacuate the campus.
6. Instructors will escort their students to the safety area set out in the exit plans, ensuring that he or she takes the class lists with them. The instructor will check the students present against the list of students in attendance that day and will immediately advise the Dispatcher or senior staff if anyone is missing.
7. The Dispatcher will act as a liaison between rescue official and students / employees during the emergency. If necessary, the Dispatcher will authorize college closure.

No persons will be allowed to re-enter the campus until the officials have authorized re-entry.





Health and Safety -

Responsibility

- All staff members

Insignia College is committed to providing a healthy, safe working and learning environment for all staff, students and visitors, and to reduce the risks of accident or injury for the purpose of maintaining a safe environment.

Students in relevant programs will be taught applicable guidelines; and all staff will read and follow the relevant guidelines contained in the document.

A review of health and safety practices will be conducted annually to ensure the guidelines are being followed.

Direct any questions or concerns to the Front Desk.

Any possible breaches or concerns relating to the guidelines or any safety issue should be referred immediately to the Instructor, Senior Education Administrator or President. Any urgent safety concerns will be addressed immediately; non urgent or more general concerns will be recorded and reviewed by President or Senior Education Administrator.

