

HS103 Health and Safety

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Handbook Inclusion	Staff & Faculty	
Programs	All	
	Date Created	April 2020
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	Accountable	Leadership Team
Documents/Forms		

Policy Statement

Safety and appropriate hygiene at Western Community College (the College) and Work Experience premises is a priority. The College makes sure that the health and wellness of individual faculty, staff and students are observed, monitored, and supported through the care provided by assigned members of the administration.

Scope

General Guidelines

- First aid kits are readily available on-site and maintained once a month.
- An inspection of the premises is done on an annual basis by the Fire inspector.
- An inspection of the fire extinguishers is also done on an annual basis by the Safety Inspector.

Procedures

Faculty are required to introduce new students to the College's practices regarding safety, first aid, fire escape routes and building safety. Escape route diagrams outlining exit routes are located in all classrooms, skill laboratories, washrooms, and administrative areas.

In the case of any communicable illness, students may not attend any Work Experience placement sites. They are required to notify the Host, Work Experience Supervisor and the College.

Administration must be informed immediately of any injury or threat to the safety of students or employees. Emergency services are to be contacted immediately.

For Work Experience placements, students are expected to be familiar with, and follow the relevant policies, COVID related protocols and procedures of the host site.