



Health and Safety Plan 2018

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Version: February 2018

Health and Safety Plan

Introduction

HSOC is proud to be able to state that no serious accidents or incidents have occurred since the original opening date of January 2012.

HSOC continues to strive to maintain this zero accident/incident record. The health and safety of all HSOC employees, students, and guests is of the utmost importance.

Due to the nature of the programs of study offered at HSOC, teaching safety techniques is paramount. Each of the programs of study offered by HSOC include one module entirely dedicated to teaching the specifics of safety instruction as it relates to that program's content. Additionally, each instructor is responsible for overseeing the health and safety concerns and issues of each student in both the lab and classroom environments.

Objectives

This document includes the health and safety strategy for all HSOC employees, students, and guests in all work spaces including labs, classrooms, offices, and kitchen/break areas.

The objectives of this health and safety plan include the following:

- To make the health and safety of all HSOC staff, faculty, students, and guests a priority.
- To inform HSOC employees and students of health and safety issues, and to provide a system for reporting and investigating incidents.
- To involve both HSOC employees and students in the review of this health and safety plan.
- To provide a continuous program of education to both HSOC employees and students.
- To identify and control potential hazards in labs, classrooms, offices and kitchen/break areas through use of the safety audit check list.
- To ensure that all potential accidents/incidents are prevented and/or reported if necessary.
- To identify the HSOC Health and Safety Committee.
- To specifically address student health and safety needs including the following:
 - Sickness.
 - Accidents.
 - Emergency health care needs while on campus.

Activities to Achieve the Objectives

Quick Reference Emergency Action Plan

A Quick Reference Emergency Action Plan is posted in public areas and will be distributed to employees and students to accompany the health and safety plan.

Distribution of Health and Safety Plan

The HSOC Health and Safety Plan will be distributed to all employees during their first week of hire, and again on a yearly basis. The HSOC Health and Safety Plan will be made available to students during their first week of classes in all programs of study. Distribution will be recorded on orientation check lists (New Employee Orientation Check List and New Student Orientation Check List).

Safety Training

A record of all health and safety training completed by employees shall be kept in each employee's record. A master database of health and safety training shall also be maintained separately.

Incident Reporting Policy

This Incident Reporting Policy applies to all HSOC employees, students, and guests. Please use the Incident Report Form to document and report all incidents. HSOC Office Manager Angela Flores is the point of contact for distribution and receipt of the Incident Report Form.

In the event of on-campus injuries:

- Employees, students, and guests should immediately notify HSOC staff of the situation so that they may call 9-1-1 if deemed necessary.
- Medical treatment is limited to first aid, as provided by first responders, until external resources are available.
- HSOC does not have a physician on staff.

You will be required to provide the following information on the Incident Report Form when reporting a serious injury:

- Your name and contact information.
- Date, time, and location of incident.
- Description of what happened.
- Whether or not you received medical treatment and, if so, where, what type, and who administered the medical treatment.

Identifying Hazards

The HSOC Safety Committee will perform safety inspections twice per year using the Health and Safety Self-Inspection Check Sheet. (Still being developed) During inspections, new items may be added to the Health and Safety Self-Inspection Check Sheet by the person(s) conducting the inspection. The document will then be updated and placed in the Health and Safety file and will be used going forward.

First Aid and Accident Investigation

First aid kits are available in each lab, classroom, and all office spaces. In the event this resource is not sufficient and emergency medical care is necessary HSOC personnel will call 911 immediately.

Accident/Incident Reporting: Please refer to the HSOC Student/Employee Incident Reporting Policy and the HSOC Incident Report Form documents for the reporting and investigation of all incidents/accidents.

Fire Safety

Evacuation routes are posted in all public places such as labs, classrooms, and kitchen/break areas. The designated area for all students and personnel to meet outside the building in case of evacuation is in the main parking lot located in front of the building.

Employee Policies

Please refer to the Employee Handbook for the following policies:

- Policy against Harassment.
- Drug and Alcohol Policy.
- Work-related Accidents and Injuries.

Student Policies

In all cases, while a student is on campus, the student is to notify the classroom or lab instructor of any and all cases of sickness, accidents, or emergency health care needs as follows:

- Sickness: If a student becomes sick while on campus they will notify their instructor as soon as possible. After initial evaluation of the situation, the instructor will call 9-1-1 (in the case of an emergency) and then notify HSOC Administration.
- Accidents: If a student is involved in an accident while on campus they will notify their instructor as soon as possible. After initial evaluation of the situation, the instructor will call 9-1-1 (in the case of an emergency) and then notify HSOC Administration. An Incident Report Form must be completed by the student(s) involved in the accident and placed both in the student's record and in the HSOC Health and Safety file.
- Emergency health care needs while on campus: Any emergency health care needs experienced by students must be brought to the attention of instructors as soon as possible. After initial evaluation of the situation, the instructor will call 9-1-1 (in the case of an emergency) and then notify HSOC Administration.

Roles and Responsibilities

HSOC Health and Safety Committee members are the following:

- Juan Gonzalez, Director.
- Angela Flores, Office Supervisor.
- Elvia Martinez, Head of Admissions
- Aileen Reynolds, Administrative Assistant.

HSOC Health and Safety Committee responsibilities include the following:

- Coordinating an orderly evacuation of personnel.
- Ensuring that all employees have evacuated the area/floor.
- Performing an accurate head count of personnel reported to the designated area.
- Determining a rescue method to locate missing personnel.

- Providing the Fire Department personnel with the necessary information about the facility.
- Performing assessment and coordinating weather forecast office emergency closing procedures.
- Assuring that the Quick Reference Emergency Action Plan is appropriately posted, reviewed, and is distributed to all employees.
- Assuring that safety inspections are conducted twice per year using the Health and Safety Inspection Sheet.

Guidelines for Review and Evaluation

This Health and Safety Plan will be reviewed by employees and students. Employee reviews of this plan will occur annually. Students will have the opportunity to review the Health and Safety Plan after they have received the document at orientation and have read it. Students may submit comments and suggestions at any time after they are enrolled at HSOC. All comments and suggestions will be addressed by the HSOC Safety Committee and all relevant revisions/updates will be incorporated into the document annually.