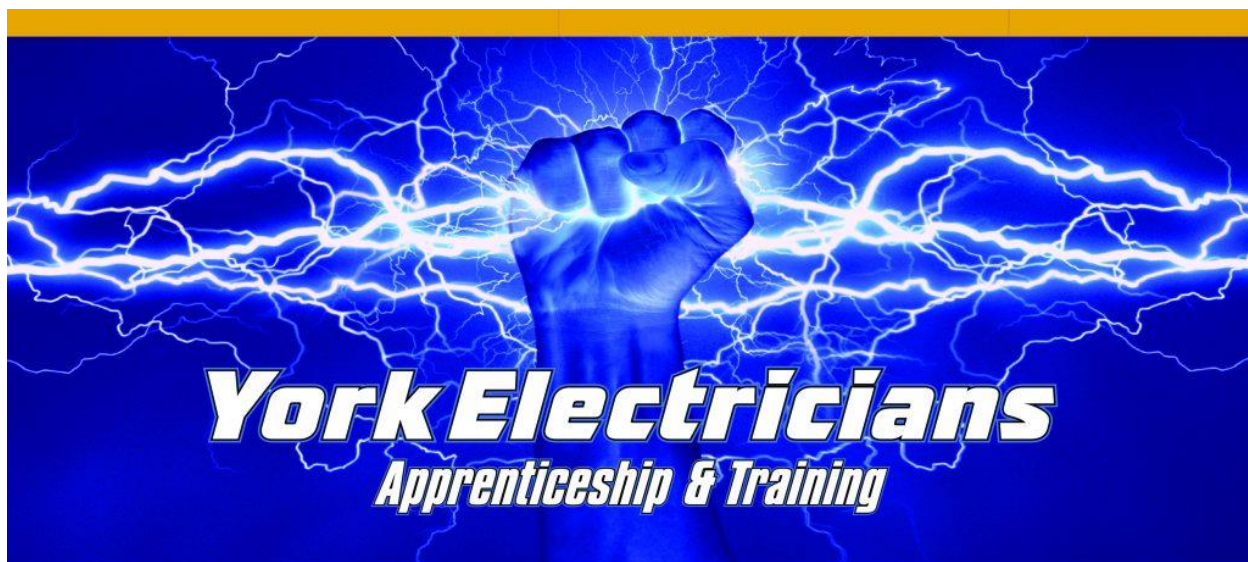


# Health and Safety Plan 2019-2022



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555 Willow Springs Lane  
York, PA 17406

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**THIS PLAN IS PUBLISHED IN ITS ENTIRETY IN THE STUDENT HANDBOOK**

Student safety is a top priority for the York Electrical Institute. Students are expected to wear appropriate Personal Protective Equipment (PPE), as determined by OSHA and best work practices, when working in the lab areas. When working in the lab areas, students shall at all times wear appropriate work boots, long pants, and safety glasses.

Any accidents that result in personal injury shall be reported to the Training Director within 48 hours. An investigation will occur to determine the cause and appropriate actions will be taken.

It is the policy of the YEI that all accidents and incidents which results in personal injury or illness, and/or damage to YEI property, shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes, direct and contributory, are thoroughly identified and that the appropriate actions are taken.

### **SCOPE**

This policy applies to all students, employees and visitors at the Training Center.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

### **DEFINITIONS**

**Student** – an individual who has contracted with and is registered as an apprentice or journey person.

**Visitor** – an individual who is present on Training Center premises.

**Accident** – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out approved activities or (b) material damage to Training Center property.

**Incident** – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

**Illness** – an unhealthy condition of body or mind; sickness.

**Injury** – harm or damage arising from or in the course of an accident, and/or an illness or disease, suffered by a student, employee, or a visitor as a result of the work/study environment or activities performed in the course of employment, study or work.

**Employee** – a person who is employed by the York Electrical Institute in either a part-time or full-time capacity.

## **POLICY**

### **Internal Reporting**

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, the Director, or an authorized representative

### **Investigation**

- The primary responsibility for investigation of an injury or incident lies with the Director or an authorized representative.
- The authorized representative is responsible for writing the investigation report, which shall include:
  - An account of the injury or incident
  - Recommendations for remedial actions to prevent recurrence
  - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up

All Reports are located in the administrative office.

## **REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND INJURY/INCIDENT INVESTIGATION POLICY**

### **Responsibilities of Students, Employees and Visitors**

A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:

- Immediately report the injury to the authorized representative
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence.

All Reports are located in the administrative office.

### **Responsibilities of Instructors, Coordinators or Administrators**

An instructor, coordinator or administrator shall:

- Ensure that the victim gets immediate medical attention if required
- Call 911 for Emergency Medical Services if necessary

- Obtain the names of any witnesses
- Ensure that anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form
- Investigate the injury.

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers, and hospital are available to render necessary health and medical services:

**Major injuries, incidents, or illnesses (Outside of 911 calls):**

WellSpan York Hospital  
 1001 S. George St.  
 York, PA 17403  
 (717) 851-2345

**Minor injuries, incidents, or illnesses:**

WellSpan Occupational Health  
 2250 E. Market Street  
 York, PA 17402  
 (717) 851-1600

**Substance abuse and mental health issues:**

WellSpan Philhaven  
 1600 S. George St.  
 York, PA 17403  
 (717) 812-4200

**Additional Injury, Illness or Accident Protocol**

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building. (Please follow guidelines as set forth on the Training Center emergency evacuation floor plans.)
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.