



## *Health and Safety Plan 2021*

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#### PURPOSE:

*The purpose of this plan is to ensure the safety and health of all students, visitors, and staff.*

#### ACTIVITES TO ACHIEVE PLAN:

*All guests, students, and employees are required to follow all areas of the Health and Safety Plan. Employees are given a safety orientation upon hire. Students review safety at student orientation and are given in-depth safety training on the first day of class prior to operating any machinery.*

#### ROLES AND RESPONSIBILITIES:

*The Executive Director is responsible for maintaining and updating the Health and Safety plan on an annual basis. Employees and students are encouraged to give input and recommendations for the plan to ensure the safety of everyone.*

#### METHODS OF EVALUTAION:

*Accident Reports*

*Exit Surveys*

*Advisory Board Meeting Minutes*

*Staff Meeting Minutes*

#### REVIEW AND EVALUATION:

*This plan will be reviewed annually by the employees and members of the Advisory Board Committee. Meeting agendas and minutes will reflect the review. Students are given an opportunity to rate and comment on the Health and Safety on their Exit Survey.*

*All input and recommendations from employees, advisory board members, and students will be reviewed and the Health and Safety Plan will be revised and redistributed.*

#### RELATED PLANS, POLICIES, REPORTS, AND PROCEDURES:

*Policies and Procedures Manual*

*Annual Security Report*

*The Fab School Drug and Alcohol Abuse Policy*

*The Fab School Emergency Action Plan*

*Crime Statistics (All Years)*

*Physical Facilities and Technical Infrastructure Plan*





#### RELATED FORMS AND DOCUMENTS:

*Employee Accident/Injury*

*Student Accident/Injury*

#### SAFETY REQUIREMENTS

*All employees/students/visitors are required to abide by all standards outlined within this plan.*

*Employees/students/visitors are encouraged to use acceptable hygiene practices which include washing his or her hands after the restroom and throughout their work day.*

*Employees/students/visitors are encouraged to take their available sick time to recover from any illnesses and help prevent the spread of illnesses.*

*If a supervisor or instructor notices an employee or student is sick and could be contagious, they are required to send the employee/student home for the day.*

*Employees/students are required to abide by the Drug and Alcohol policy.*

*Employees and students should maintain knowledge and understanding of The Fab School Emergency Action Plan.*

*Students and staff will be given a tour of the facility and briefed on all safety standards that are required. In addition, students and staff are unable to operate any machinery he or she has not been properly trained and approved to operate. An instructor must be present in the shop prior to students conducting any operations of tools or equipment.*

*All employees and staff are reminded that they too have an obligation to ensure that they do not work or conduct themselves in a way which will endanger the health and safety of themselves or anyone else.*

*Employees and students are required to carry out risk assessments on all hazards which may pose a significant risk.*





## HEALTH AND SAFETY STANDARDS

### FALLS

*Falls generally result from untidiness in the working environment such as leaving equipment and objects lying on the floor, trailing flexes such as telephone wires or electrical cables, worn or damaged floor coverings, stair treads and risers, spilt liquids and from standing on chairs or boxes instead of using proper steps and ladders.*

*Staff and students also have a duty to ensure that, if in the course of their work they will have to use steps or ladders to reach for items stored on the upper shelves of racks, they have available for use a sensible pair of shoes and do not attempt to climb up in unsuitable shoes.*

### LIFTING AND CARRYING

*If the load is on the floor or low down always bend your legs and lift with the back straight. Do not attempt to lift or carry too much at a time. If moving heavy loads about for any distance, always use a trolley (hand trucks) to avoid putting undue strain on the back.*

*Do not attempt to carry more than you can comfortably manage. Do not carry so much that you cannot see where you are going. Do not place or leave any objects in passages which could cause someone else who is carrying something to walk into or fall over them.*

*Only authorized Instructors and designated staff members are allowed to operate the forklift.*

### WALKING

*It is essential that staff and students obey the golden rule - 'WALK - DON'T RUN!' Running can cause an accident to yourself or to someone else. Pay special attention if you suspect that the floors have just been polished and may still be slippery. If you find a floor surface that is slippery report it as a hazard and warn other staff and students.*

*Be particularly careful with swing doors, especially heavy entrance doors. Do not follow someone else too closely who may not be aware of your presence and let the door swing into you. Always ensure that there is nobody following you before releasing a swing door behind you. Pay special attention to any member of the public or child in the vicinity of a swing door as they may not be as aware of the potential danger as you are.*

*If you discover worn surfaces or coverings on the floor or stairs, obstacles placed in walkways or passages, or trailing wires or cables, report them to an instructor or supervisor.*





## OFFICE EQUIPMENT

*Generally normal office equipment is not in itself dangerous, provided it is used sensibly and as intended.*

*Filing cabinets can be very heavy when full, so to avoid overturning, only one drawer at a time should be opened and drawers should always be closed when not in use. Try to spread the load evenly between the drawers and preferably to put more into the lower drawers than the top as this helps to prevent overturning. Filing cabinets should be positioned so there is ample room available when the drawers are fully opened, both for working space at the cabinet and for passing by.*

*Nothing should be stored on top of high filing racks or without adequate support at the ends. Storing items on the top of a rack makes them too difficult and dangerous to retrieve, even using steps. Heavy objects such as bricks or blocks should not be placed on racks, and particularly not on the higher shelves or on the top of racks, to keep files upright or to act as end stops because of the obvious danger of their falling off onto someone. Similarly, racks should never be moved while loaded or with loose objects on the shelves or top of the racks.*

*Wooden furniture which is damaged or splintered should be reported. Be particularly careful with metal furniture which may have sharp edges on shelves or drawers.*

## MACHINES

*Do not operate machinery unless authorized to do so. Before any machinery can be used, a safety brief must be conducted by an authorized staff or instructor. All guards on machinery must remain in factory condition and not be removed for any reason. Prior to operating machinery, visually inspect the machine to ensure proper function and set-up.*

*Always ensure all machineries are operating correctly. If there is any reason to think that a machine is not operating properly, disconnect it and do not use it until it has been checked and serviced.*

*If you are expected to use or carry out routine servicing on a machine, even just cleaning it out, make sure the machine is disconnected from the power source, you fully understand how to operate and carry out any servicing routine. If chemicals or dyes are involved, always use protective clothing. Never attempt to carry out repairs to a machine if you have not been properly trained to do so.*

## SAFETY SIGNAGE

*Safety signage is located throughout the shop designating areas or equipment with specific standards for operations.*





## OBSTRUCTIONS

*General tidiness is essential to ensure safety and efficiency as well as safeguarding the visual appearance of the facility. All floors, passageways, walkways, stairs and other access routes must be kept clear of goods and equipment.*

## PERSONAL PROTECTIVE EQUIPMENT

### *Eye and Face Protection*

*Employees and students can be exposed to a large number of hazards that pose danger to their eyes and face.*

*Many eye injuries occur because the person was not wearing any eye protection while others result from wearing improper or poorly fitting eye protection.*

*The Fab School provides students and staff with proper eye and face protection. All employees and staff are required to wear safety glasses at all times while in the shop areas except while welding. In addition, face shields are encouraged to be used when grinding.*

### *Welding Operations*

*The intense light associated with welding operations can cause serious and sometimes permanent eye damage if operators do not wear proper eye protection. The intensity of light or radiant energy produced by welding, cutting or brazing operations varies according to a number of factors including the task producing the light, the electrode size and the arc current. All employees and students are required to wear a welding helmet when welding. When plasma cutting, employees and students are required to wear the approved shaded plasma glasses.*

### *Hearing Protection*

*The Fab School encourages all staff and students to use hearing protection while in the shop area. Single use ear protection is available at all shop entrances.*





## FIRE

- Many fires occur 'out of normal operating hours' but they are often the result of human error.
- Keep clothing, towels, etc. away from heaters including storage heaters. The build-up of heat through lack of ventilation can cause a fire.
- Switch off all electric appliances after use.
- Where possible remove all plugs from their sockets.
- Keep all flammables in tightly closed fire containers.
- The Fab School operates a No Smoking Policy throughout the building. Smoking is only allowed in designated areas and must be a minimum of 10 feet away from all entrances and walkways.
- Make sure that you know what to do if you discover a fire and also when the fire alarm is sounded. Evacuation plans are posted in each room; which also includes the locations of each first aid kit and fire extinguishers.
- Familiarize yourself with the position of the fire extinguishers and make sure that you know how to use them. Do not cover up extinguishers or move them to hold doors etc. open.
- Keep all fire exits free from obstructions at all times.
- Before commencing welding or torch cutting, should be checked and all combustibles must be removed.

## PRACTICAL JOKES

The playing of practical jokes is not only dangerous but is an offence under the Health and Safety at Work Act. Think twice before you do anything which may cause injury to persons or damage property. It is also an offence and a breach of the safety rules to damage or misuse anything provided for health and safety.

## ACCIDENTS

All accidents, no matter how minor, must be reported to an instructor or supervisor. All accidents must have an accident report completed. First Aid boxes are available in each building and also are noted on the Fire and Evacuation Plan.





## HOT WORK PROGRAM AND COMPRESSED GASES

*The Fab School has been issued an operating permit for the Hot Work Program AND Compresses Gases – Flammable greater than 200 cubic feet. The program is permitted by the fire code official and carried out by approved facilities and designated Personnel which allow them to oversee and issue permits for hot work conducted by their personnel or at their facility. The intent is to have trained on-site responsible personnel ensure that required hot work safety measures are taken to prevent fire and fire spread. The permit is issued by the responsible person at the facility under the Hot Work Permit Program permitting welding or other hot work to be done in locations approved and pre-permitted by fire code official.*

*Ronnie Warkentin is the responsible person trained in safety and fire safety considerations concerned with hot work. He is responsible for reviewing the site's prior to issuing permits as part of the hot work permit program and following up as the job progresses. A new permit is issued every work day and kept on file.*

*Hot work areas shall not contain combustibles or shall be provided with appropriate shielding to prevent Sparks flag or heat from igniting exposed combustibles. Before hot work is permitted at least once per day while the permit is in effect the area shall be inspected by the individual responsible for authorizing hot work operations to ensure that it is a fire safe area.*

## FIRE ALARM SERVICES AND TESTING

*The Fab School is currently contracted with Progressive Technology Security Systems Inc., to manage and test their fire alarm services. Central Monitoring Corporation monitors the fire alarm system itself. The fire alarm system is tested on a quarterly basis by Progressive Technology. The water-based fire protection systems are tested every five years.*





## FIRE EXTINGUISHERS

*All fire extinguishers are inspected and tested on an annual basis as required by the City of Rancho Cucamonga. Our next inspection and test must be completed by September 2021. All fire extinguishers are replaced on an as needed basis.*

## ADDITIONAL HEALTH AND SAFETY REQUIREMENTS FOR OFFICE PERSONNEL

- *Office personnel must follow the dress requirements as outlined in their employee handbook. In addition, office employees must wear safety glasses and closed toed shoes while in the shop areas.*
  - *All student related accidents must be reported to the Executive Director.*
    - *Reports must be filed.*
    - *If a student is injured and the office personnel does not file a report, then the office personnel and the student can face disciplinary action.*
    - *All student accidents that require medical attention, the student must submit to a mandatory drug test.*

## ADDITIONAL HEALTH AND SAFETY REQUIREMENTS FOR INSTRUCTORS

- *Instructors are required to wear The Fab School Instructor Shirt at all times.*
- *Closed toed shoes are required.*
- *Long sleeve shirts or welding sleeves are required when welding.*
- *Must wear welding helmet and gloves when welding.*
- *Safety glasses must be worn at all times in the shop.*
- *Ear protection is recommended and can be found at the entrance of the doorway.*
- *All employee related accidents must be reported to a supervisor.*
  - *Reports must be filed.*
  - *If an instructor is injured and does not file a report, then the instructor can be terminated from employment.*
  - *All employees that are involved in an accident that requires medical attention, must submit to a mandatory drug test.*
- *All student related accidents must be reported to the Executive Director.*
  - *Reports must be filed.*
  - *If a student is injured and the instructor does not file a report, then the instructor and the student can face disciplinary action.*





- All student accidents that require medical attention, the student must submit to a mandatory drug test.

#### ADDITIONAL HEALTH AND SAFETY REQUIREMENTS FOR STUDENTS

- Students must wear The Fab School Shirt when at school.
- Students are required to wear long pants at all times.
- Closed toed shoes are required.
- Long sleeve shirts or welding sleeves are required when welding.
- Must wear welding helmet and gloves when welding.
- Safety glasses must be worn at all times in the shop.
- Ear protection is recommended and can be found at the entrance of the doorway.
- All accidents must be reported to an instructor.
  - Reports must be filed.
  - If a student is injured and does not file a report, the student can be terminated from the program.

#### ACCIDENT PROCEDURES – STUDENT INJURIES

1. If an accident occurs, the following steps should be taken:
  - a. For serious injuries that require immediate medical attention, call 9-1-1;
  - b. Notify the student's emergency contact found both in the student file located in the front office and on the student's, checklist found in the classroom;
  - c. If the injury is not serious in that no immediate medical attention is required, an instructor may offer to take the student to the hospital. Please note: All students injured at The Fab School are required to submit a blood drug and alcohol screen at our expense.
  - d. If the student refuses medical attention, please ensure that he or she sign the Refusal of Medical Attention Release form and note it in the accident report. All students at The Fab School whom are injured even student's that refuse medical treat are required to submit a blood drug and alcohol screen at the discretion of the Executive Director. The Fab School will pay for all drug tests for injured students; however, any other medical care is the responsibility of the student.
  - e. Please note the nearest hospital and emergency facility:

San Antonio Community Hospital  
Address: 999 San Bernardino Rd, Upland, CA 91786  
Phone: (909) 920-4745

- f. Please note the nearest urgent care and drug testing facility:

Concentra Medical Centers  
9405 Fairway View Pl





Rancho Cucamonga, CA 91730

Phone 909-481-7345

OPEN 24 HOURS

2. All accidents should be reported immediately to the school director and administration.
3. Please complete all necessary paperwork including:
  - a. Student Accident Report – Must be completed in its entirety.
  - b. Instructor Accident Report – All instructors present during the time of the accident must fill out an accident report in its entirety. If an instructor was not witness to the accident, that instructor should still fill out the report in order to follow proper procedures.
  - c. Eyewitness Report – If there was more than one witness to the accident, at least two eyewitnesses should fill out the report. If there were no witnesses, then no eyewitness report will be required.
4. Once all documents have been completed in full, please submit them to a member of the office staff within 24 hours of the accident or injury for proper processing.

#### ACCIDENT/INJURY PROCEDURES FOR EMPLOYEES

1. If an Accident/Injury occurs, all necessary medical attention must be given to employee immediately.
  - a. If immediate medical attention is required, CALL 911.
    - i. Notify employee's emergency contact found inside the employee's file.
  - b. If medical attention is required, however, it is not an immediate emergency; the supervisor must offer to drive the employee to the workers compensation's network providers. The authorization form must be sent with the employee.

Concentra Medical Centers  
9405 Fairway View Pl  
Rancho Cucamonga, CA 91730  
Phone 909-481-7345  
OPEN 24 HOURS

- c. If an employee refuses medical attention, please make sure that it is noted in the Accident/Injury reports and make him/her sign a refusal for medical attention release, and note it in the report.
2. Report Accident/Injury immediately following the Accident/Injury to the Executive Director.
3. Fill out appropriate reports and forms:
  - a. Employee Accident/Injury Report – Employee must complete it in its entirety.





- b. *Supervisor Accident/Injury Report – All supervisors present in the class must fill out the Accident/Injury report in its entirety. If the instructor does not see the Accident/Injury, they must fill out the report anyways, so procedures can be noted.*
- c. *Witness Report – At least two witnesses should fill out a witness report. If there are no witnesses, the report does not need to be filled out.*
- d. *If the Accident/Injury requires more than first aid or more than five visits to the doctor's office the following forms must be filled out by the administrator and notifications need to be made.*
  - i. *Employers Reports of Occupational Injury or Illness and must be mailed to the appropriate office noted on the form.*
  - ii. *Workers Compensation Claim Form DWC 1 and Notice of Potential Eligibility.*
  - iii. *Notify ADP Total Source Injury Reporting by calling 800-553-4681. Medical bills can be sent to Helmsman Management Services; PO BOX 7203, London, KY 40742-7203.*

#### FACILITY SAFETY STANDARDS

- *Designated Instructors and staff manage the safety of the facility.*
- *Facility grounds should be kept clean and orderly to ensure the safety and health of all occupants.*
- *Any facility maintenance required must be reported and the Maintenance Plan must be followed.*
- *All suspicious activities must be reported to designated personnel. If a threat is present, local law enforcement must be informed.*
- *All people on the campus which include visitors, staff, and students must be approved to be at the facility. All unapproved persons will be reported and escorted off facility grounds.*

#### EQUIPMENT SAFETY STANDARDS

- *Designated Instructors are responsible to ensure that all equipment is in safe operating condition.*
- *Equipment should be kept clean and maintained to ensure safety and health of all users.*
- *Equipment must maintain all safety guards.*
- *Equipment that is not safe to operate must be locked down to ensure no one operates it.*
- *Any equipment maintenance required must be reported and the Maintenance Plan must be followed.*

