



Health and Safety Plan

2022 -2023

Contents

Accreditation Summary - Health and Safety Plan	4
Procedures for Reporting and Investigating Incidents.....	4
Distribution to Employees.....	4
Annual Evaluation	4
Availability to Students.....	5
Introduction	5
Accident/Incident Reporting & Investigation Plan.....	6
Purpose	6
Policy Statement	6
Employees Responsibilities.....	7
Role of Supervisor in a Campus Accident Investigation.....	7
Reporting Procedure:	8
Definitions	8
Accident/Incident Investigation	10
Purpose	10
Policy.....	10
Responsibilities.....	10
Accident or Injury	11
Considerations	11
Considerations when responding to an accident	11
What to do if you must provide First Aid.....	12
Situations in which the doctor should inevitably be called.....	13
How to take the pulse	14

To verify that the patient is breathing	14
To check the reflexes.....	14
Recommendations to the parents in front of an emergency.....	14
Recommendations to student parents.....	14
If the parent is at home	14
If the parent is in the vicinity of the school.	15
Basic First Aid Kit	15
Campus Bomb Threat	16
Considerations	16
Meteorological Contingency at the College.....	16
Considerations	17
School Fire.....	17
Considerations	17
Preventive actions at school - Detonations	18
Emergency/Crisis Situations.....	18
Accidents and Injuries within the Facilities.....	19
Accidents in the Parking and Common Grounds.....	19
Power Failures	19
Emergency Evacuation Plan	20
EMERGENCY PHONE NUMBERS.....	22

Accreditation Summary - Health and Safety Plan

“A written plan for assuring the health and safety of the institution’s employees, students and guests to maintain readiness is in use and includes procedures for reporting and investigating incidents affecting constituents”

Procedures for Reporting and Investigating Incidents

Included in this Health and Safety plan are procedures for reporting and investigating incidents. The procedures begin with the incident being reported by the Administrator on Duty. An accident and or incident report is completed immediately and submitted to the Campus Director. The Campus Director begins the investigation into the incident and submits the accident and or incident report and all accompanying documentation to the Chief Executive Officer (CEO). The CEO determines the severity of the accident and or incident and whether to continue the investigation or to escalate to outside legal or insurance agencies.

Distribution to Employees

A copy of the Health and Safety plan is given to each employee on orientation day on a pen drive, a receipt of documentation is filed in their permanent file. A copy of the Health and Safety Plan is published on our website at www.centurycollege.edu.

Annual Evaluation

Annually, all employees have the opportunity to evaluate the Health and Safety plan and provide input through the health and safety evaluation form. Employees have an opportunity

to comment on the plan. Comments are summarized and the plan is updated by the Chief Executive Officer, President, and Campus Director.

Availability to Students

A copy of the Health and Safety plan is given to each student on orientation day on a pen drive, a receipt of documentation is filed in their academic file. A copy of the Health and Safety Plan is published on our website at www.centurycollege.edu.

Introduction

The best security system is prevention, with it we can minimize the risks in our facilities and its nearest context, avoiding countless risk factors with which the educational community could be affected, but there are unforeseen events that prevent and address to safeguard the physical and mental integrity of students, faculty, administrative staff, and guests.

The basic rules in security are:

Stay calm,

Act promptly and

Stick to a pre-established and rehearsed action plan.

It has been proven that a person under stress or fear will hardly have the objectivity to make the right decision, often it depends on the physical and emotional safety of all; that is why in all safety manuals, protocols, and advice, the first step is to stay calm, not in a state of shock, as educators we must know how to act on an eventuality and the basic principles of first aid.

Critical time is the time between the incident and receiving support from specialized personnel, it is vitally important that managers and professors have the training to know how to implement the emergency mechanisms, just carry out a phone call to 911 to begin the relief process.

The purpose of this plan is to deal with an incident and reduce the margin of error by assigning a specific task to each individual or a particular group of people. In this way we optimize the responsibilities that comprise the entire security protocol, with better results. There are different types of incidents or contingencies that can occur at our campuses, some are listed as accidents AND others caused by antisocial behaviors that disrupt the peace of the educational community.

Accident/Incident Reporting & Investigation Plan

Purpose

To investigate all incidents/accidents to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

Policy Statement

Century College requires all employees, students, and guests to immediately report to the campus director all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Campus Directors and or Supervisors will report the accident promptly to management to ensure timely submission. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incidents.

The following types of incidents/accidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid,
2. Accidents that cause property damage or interrupt operation with potential loss,
3. Incidents that have the potential to result in (1) or (2) above, and
4. All incidents that, by regulation, must be reported to other regulatory agencies.

Employees Responsibilities

1. All employees shall report all incidents/accidents to their immediate supervisor.
2. Supervisors shall conduct initial investigations and submit their reports using the Accident Investigation Form promptly to management.
3. Campus Directors shall determine the need for and, if necessary, carry out detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
4. The president shall review all campus directors' reports, determine corrective action to be taken, and ensure that such action is implemented.

Role of Supervisor in a Campus Accident Investigation

The campus director, supervisor or coordinator must investigate all accidents and incidents that involve workers, students and or guests. This includes completing the Accident Investigation Report, taking statements from witnesses, and collecting any other pertinent information and ensuring the injured have received the necessary medical assistance.

The supervisor is responsible for ensuring that all accident reports are transmitted.

If the injured sustaining a First Aid later seeks medical aid, the supervisor must advise the Health and Safety Department (Fondo Del Seguro del Estado) and have the treating practitioner complete a Functional Abilities Form.

The supervisor should contact the injured as frequently as the injury deems, or at least once a week. If you require assistance, contact the Health and Safety Department.

Reporting Procedure:

1. The employee reports a work-related accident.
2. The student reports a campus accident.
3. The guest reports a campus accident.
4. Administer first aid as required.
5. Arrange for transportation for the injured to medical treatment if required.
6. Ensure Return to Work and our school package accompanies worker.
7. Eliminate the hazard if possible or guard the accident scene if worker is critically injured.
8. Investigate the cause of the accident and report findings in the Accident/Incident Report form. Ensure all areas of the form are completed.
9. Send a copy of the form to the Health and Safety Department and or Registrar's office.
10. Report all accidents/incidents as follows:
 - Lost Time Injuries
 - Medical Aid
 - First Aid
 - Incidents and Near Misses

Definitions

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
-
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
-

- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
 - a) Places life in jeopardy.
 - b) Produces unconsciousness.
 - c) Results in substantial loss of blood.
 - d) Involves the fracture of a leg or arm but not a finger or toe.
 - e) Involves the amputation of a leg, arm, hand, or foot but not a finger or toe.
 - f) Consists of burns to a major portion of the body; or
 - g) Causes the loss of sight to an eye.

Accident/Incident Investigation

Purpose

To investigate all incidents/accidents to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

Policy

The following types of incidents/accidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid,
2. Accidents that cause property damage or interrupt operation with potential loss,
3. Incidents that have the potential to result in (1) or (2) above, and
4. All incidents that, by regulation, must be reported to other regulatory agencies.

Responsibilities

1. All employees shall report all incidents/accidents to their immediate supervisor.
2. Supervisors shall conduct initial investigations and submit their reports using the Accident Investigation Form promptly to management.
3. Campus Directors shall determine the need for and, if necessary, carry out detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.
4. The president shall review all campus directors' reports, determine corrective action to be taken, and ensure that such action is implemented.

Accident or Injury

Accidents on the school campus, for the most part, can be minimized by setting safety rules. Accident prevention campaigns, supervision by teaching staff in the areas of greatest risk, can minimize accidents that result in injuries to students and guests. Even with these cares there is a small percentage in which an event can occur that involves the presence of trauma in students, guests or in the same teaching and administrative staff. Therefore, it is necessary that at least one person is trained in first aid and that the school has the basic first aid kit for their care.

Considerations

1. In the student's file, the school's administrative and teaching staff there should be registered the student's details, as well as the telephone numbers of people who will serve as contact to notify in case of an emergency or accident.
2. Having special attention in those individuals with chronic problems or special care (allergies, heart conditions, etc.), professors and managers should be aware of these cases.
3. Have local emergency numbers in addition to 911, as well as know the nearest emergency care location.
4. Always wait for the ambulance service, unless directed by the injured, transfer of the person to the nearest emergency center.
5. Always have a well-stocked first aid kit.
6. Portable kits to facilitate the transfer of the same to the injured.

Considerations when responding to an accident

Ten rules we must follow when responding to emergencies:

1. Don't put your hands in if you don't know
2. Do not touch wounds with hands, mouth, or any other unsterilized material. Use gauze whenever possible. Never blow over a wound.

3. Do not wash deep wounds or wounds from exposed fractures, only cover them with sterile dressings and transport them immediately to the doctor.
4. Do not clean the wound inwards, do it with outward movements.
5. Don't touch or move blood clots.
6. Don't try to sew a wound, as this is a doctor's business.
7. Do not place absorbent cotton directly on wounds or burns.
8. Do not apply adhesive fabric directly to wounds.
9. Do not violently delight the gauze that covers the wounds.
10. Do not apply wet bandages; nor too loose or too tight.

What to do if you must provide First Aid

1. Behave calmly and serene; acting calmly will sort our ideas much better and we will act better.
2. Send a call to a doctor or an ambulance; remember to take emergency phones with you.
3. Take away the curious; in addition to vitiating the environment with his comments can trouble the injured more.
4. You should always prioritize life-threatening injuries. Bleeding absence of pulse and/or breathing, poisoning and shock.
5. Examine the injured person; Check if there is have a pulse, breathe, and how he or she is breathing, if the respiratory duct (nose or mouth) is not obstructed by secretions, tongue, or foreign objects; watch for bleeds, if they have convulsive movements, among others. If he/she is conscious, question about any inconvenience her/she might have.

6. Place the patient in a comfortable position; keep him/her warm, don't give coffee, alcohol, or smoke.
7. Do not lift the person unless strictly necessary or if a fracture is suspected.
8. Do not put alcohol on any part of the body.
9. Do not give liquids or in any case give hot water.
10. Prevent the shock.
11. Check the bleeding if there is one.
12. Hold the wounded' breath.
13. Avoid panic. Inspire confidence.
14. A lot of common sense.
15. Do not do more than necessary until professional help arrives.

Situations in which the doctor should inevitably be called

1. When bleeding is copious (this is an emergency).
2. When the bleeding is slow but lasts more than 4 to 10 minutes.
3. In the case of foreign body in the wound it does not come off easily with the washing.
4. If the wound is punctured and deep.
5. If the wound is wide and long and needs to be sutured.
6. If tendons or nerves have been cut (particularly hand wounds).
7. In case of fractures.
8. If the wound is on the face or easily visible parts where a scar would look ugly.
9. If the wound is such, it cannot be completely cleaned.
10. If the wound has been contaminated with dust, soil, etc.
11. If the wound is bitten (animal or human).
12. At the first sign of infection (pain, redness, swelling - pulsation sensation).
13. Any eye injuries.

How to take the pulse

Two fingers are placed in the arteries of the wrist or neck. They must feel about 60/80 beats per minute in adults, 100/120, and 140 in newborns.

To verify that the patient is breathing

1. Move your ear closer to the injured person's nose, to hear and feel the breath.
2. Move the back of your hand closer to your nose to feel the breath.
3. If possible, place your hand under your chest to feel the movement.
4. Place a mirror near the nostril, to see if it's panned.
5. The number of normal breaths is 15 to 20 per minute

To check the reflexes

1. Tap the cornea to see if the eyelid responds with a movement.
2. Observe if the pupil contracts by inducing a ray of light on it.
3. Pinch or prick the inner part of your arm or leg, which should move in response.

Recommendations to the parents in front of an emergency

Recommendations to student parents

If the parent is at home

- Confirm by telephone with the school address the risk situation.
- If the risk situation is confirmed, contact other parents to follow the directions security

protocol.

- Informing other parents of the situation will prevent the school's telephone line from being saturated.
- Immediately call 911 to notify the authorities.
- Staying at home, as making your transfer to school to get the young man out of school only puts at risk your family's safety.
- Set a 30-minute period to stay in touch with the school, to verify the prevailing situation.
- If the school believes it is safe, it will be able to go to it.

If the parent is in the vicinity of the school.

- Head to the school entrance and abide by security protocols.
- Stay in the area designated by school staff.
- Avoid peeking through windows and doors.
- Avoid leaving the campus until instructed by the authority responsible for the operation.
- Support instructors to keep students calm.

Protocol in case of accident or injury

Basic First Aid Kit

- Scissors
- Sterile gauze
- Gauze bandages of different sizes
- Antiseptic / disinfectant (D-G, Pervinox) in solution or spray.
- Common and hypoallergenic adhesive fabric.
- Band Aids
- Iodine.
- A piece of 50 by 50 cm cloth to be folded diagonally for immobilization of limbs or for compression Bandage. Dressings, big guys, or kids.
- An eyebrow clips.
- Local sterile or antiseptic water (for washing wounds).

Campus Bomb Threat

All threats should be addressed as if they were true, it is necessary to act promptly, but cautiously, without panicking, and always showing calm before the parents and mostly to the students.

Considerations

- When receiving a bomb threat at the school, the authority should be called immediately, and the campus evacuated in parallel.
- The person receiving the threat should pay attention to all the person's promptings, hear the ringing of the voice, what sex it is, if it manifests nervousness or laughter, if others are heard with it, etc. Collect as much information as possible from the interlocutor.
- As much as possible, have caller ID.
- Follow the authority's instructions.
- For no reason any threat is taken lightly.

Meteorological Contingency at the College

In the case of weather events there are different types, from flash rains, floods, storms and hurricanes, the latter with devastating effects on society, both economically and morally. Some areas of our metropolis are affected when there is plenty of precipitation. We can point out three dangers because of the rain: floods, torrents, and landslides. If the school is in some glen or there are drainers or streams in its context or pass within it, we must have a historical history of the behavior of them, in the rainy seasons will allow us in advance to take the measures necessary precautions. This type of contingency is the one that most often occurs on our island, for this it is necessary that the community knows the evacuation route to the highest places.

Considerations

Stay informed by radio or by the television alert service.

Withdraw from trees, foil structures or any object that may be detached due to wind. A flashlight must be available.

If water enters the school or classrooms, disconnect the power, and shut down the gas and water pipes (if applicable).

Cover with plastic appliances or objects that may be damaged by water.

If for some reason you stay isolated and the water goes up, head to the roof or the highest and safest place possible.

Avoid crossing rivers and streams on foot or by vehicle, the current is stronger beneath the surface, plus we don't know the depth and objects it carries in its torrent.

A place should be considered as a concentration point or shelter for evacuation.

School Fire

Within the safety contingencies, undoubtedly the most dangerous is in which fire is involved, not only because of the devastating damage caused by the scorching heat, but because of the amount of toxic gases emitted by the different materials that serve as fuels; it is well known that most people who perish in a fire are because of poisoning rather than burns, without detracting from them. It is very important for the professors at the school to know the perimeter identifying potential hazards related to fires. Our facilities have a system of fire extinguishers of good capacity for type A, B and C fires and people are trained for their use. These are reviewed and maintained at least once a year. They are placed in specific, accessible, and identified locations. See attached diagram.

Considerations

For no reason should fuel be stored inside the campus. You must have at least two fire extinguishers

In the laboratory area, containers of flammable chemicals as well as gas pipes shall be checked periodically. (if applicable)

The school must be marked with the evacuation routes and meeting point.

If possible, install fire alarms in places with flammable or electrical material. Avoid overloading plugs with too many pins.

If for some reason your clothes catch fire, do not run, in doing so the only thing that manages to enliven it is to throw yourself to the ground and roll until the fire is put out.

Preventive actions at school - Detonations

- Upon hearing detonations on the school perimeter, the professor will immediately order the position of crouching or chest to ground for all students, while inside or outside the classroom.
- Students with different abilities will be immediately assisted by the teacher or the nearest classmates.
- At all times the professor will calm students from panicking.
- At no time will the room be allowed to leave until the arrival of an authority, or the manager indicates.
- Avoid that out of the curiosity of the students to look out the windows.
- If there are parents, enter them into the area closest to the students.
- Avoid eye contact with aggressors.
- Avoid taking video or pictures (if the person is seen doing this action can provoke criminals).

Emergency/Crisis Situations

The following is an attempt to identify specific instances which constitute an emergency or crisis situation. This list is not intended to be a complete list of all possible emergencies or crises, nor should each event be treated as an independent event, as some events can be blended. Good judgment should be practiced at all times.

Accidents and Injuries within the Facilities

All employees are empowered to notify the appropriate authorities in matters of life and death, or if he/she is uncertain about the severity of an emergency situation, by dialing 911.

- 1) Precautions should be made to avoid contact with blood or other potentially infectious material. The underlying concept of universal protection from infectious disease is that all fluids are considered to be infectious.
- 2) First aid kits are strategically placed in various locations around campus. For the closest first aid kit, check with the receptionist . First aid kits are checked each Spring and Fall Semester (or as needed).
- 3) Latex gloves can be worn by the employees administering first aid. Gloves should be removed as soon as possible, and hands washed thoroughly.

Accidents in the Parking and Common Grounds

Most incidents occurring in parking lots or on the common grounds usually involve automobiles. The institution does its best to avoid getting involved in disagreements between private parties unless warranted to provide direct witness. The procedures for handling accidents of this type are:

- 1) Involved parties should notify the guard on duty immediately.
- 2) Involved parties will be encouraged to notify the police and file a police report.
- 3) The institution will encourage involved parties to handle disputes with the other party(s).
- 4) The institution takes no responsibility for auto accidents between two private parties.

Power Failures

In the event of a power outage, faculty and students are to stay in their classrooms and employees at their workstations until notified differently. Students, staff, and faculty moving about in darkened hallways and stairwells can lead to more severe incidents.

Each campus is equipped with a power generator designed to turn on the lights in case of a power outage.

Power outages can also be an inconvenience as data loss occurs. All technology end users are reminded to save their work at regular intervals to prevent data loss.

- 1) The Administrator on Duty notifies the Campus Director and the Technical Services Department.
- 2) The Administrator on Duty will attempt to troubleshoot the source of the problem and restore power. If the situation is beyond the expertise of the Maintenance personnel, then the president is notified.
- 3) I.T. Department personnel are put on standby so that if the power outage becomes prolonged, then network systems (servers, switches, routers, phone systems) can be shut down properly and restored with minimal downtime and data corruption.
- 4) If the power generator does not operate and the outage is prolonged, the Administrator on Duty will implement the Emergency Evacuation Plan.

Emergency Evacuation Plan

In the event the building is to be evacuated, the Administrator on Duty will evacuate the building using the following procedures:

- 1) Prior to exiting the building, the Front Desk administrative support staff is responsible for dialing 911 and informing Dispatch that there is an emergency. If an evacuation is called for at any time when Front Desk personnel are not in place, this responsibility falls to the Administrator on Duty or the maintenance staff.

- 2) All non-administrative faculty and staff should promptly proceed to the nearest exit while assisting and directing all other faculty / staff, students, and guests out of the building.
- 3) Once outside, faculty and staff should work to move all individuals a safe distance quickly and efficiently away from the building to the parking lot. Care should be taken to prevent individuals from standing in entry or exit areas to allow evacuation of the building and to allow emergency services vehicles and staff adequate and unobstructed access to the building.
- 4) All administrators should evacuate the building and assist the faculty and staff with exterior crowd control. Designated staff will be sent in pairs to clear a specific area of the building.
- 5) The Maintenance department designates a representative to meet with the fire and/or police department to apprise them of the situation.
- 6) Re-entry into the building is only permitted once authorized by a fire department official or the Administrator on Duty.

EMERGENCY PHONE NUMBERS

Policía, Bomberos, Defensa Civil, Emergencias Médicas 9-1-1			
• Agencia Estatal para el Manejo de Emergencias y Desastres	787-724-0124 ó 911	• FEMA	787-296-3500
• AEE	San Juan 787-521-6066 y 787-521-3434	• AEMEAD (Por Áreas)	San Juan, 787-294-0277/0759
• Bomberos	787-343-2330	• Policia de PR	Cuartel General 343-2020 793-1234
• Servicio Nacional de Meteorología	787-253-4586	• Life Flight of P.R.	(787)289-2700, (787)202-2700
• Policía	787-343-2020	• Adm. Fed. Drogas/Narcóticos	787-775-1701
• Cruz Roja	787-758-8150	• Centro Médico	787-777-3535
• AAA	METRO (787) 620-2482	• CIC	787-793-1234
• EMERGENCIAS EN CARRETERAS	800-981-3121 800-981-3021 (787) 977-2200	• Departamento de la Familia	787-722-7400
• Alguacil Federal	787-766-6000	• Envenenamiento	1-800-222-1222

<ul style="list-style-type: none">• Emergencia Médica Local	787-754-2222 y 787-754-2223	<ul style="list-style-type: none">• Ayuda Víctimas Violación	787-765-2285, 2412
<ul style="list-style-type: none">• FBI	787-754-6000	<ul style="list-style-type: none">• Maltrato de Menores	787-749-1333