

HEALTH & SAFETY PLAN SECTIONS

Overview

The DSDT administrative, instructional, and support staff is diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan Post- Secondary School Division policy and procedures are implemented at the Detroit Campus, to fulfill the goal of a safe & healthy environment daily. DSDT's policies, processes, and procedures relating to health & safety issues are in place, implemented, and regularly evaluated & revised with input from employees & students. In addition, all staff follow a system for reporting & investigating accidents. DSDT has developed & promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve DSDT'S equipment, employees must comply with the following requirements:

- Observe all safety rules and familiarize yourself with DSDT's critical plan for fire evacuation, incident plans/procedures, and emergency preparedness protocols.
- Always keep work areas clean & orderly and immediately report all accidents to the school director or management. Operate instructional material/equipment only after proper training has been administered and under the supervision of instructor and/or School Director.
- All employees must wear business casual clothing while on campus or must have appropriate DSDT T-shirt (available for purchase), jeans/slacks, and closed-toe shoes.

Employees with questions or concerns relating to the safety programs and issues should contact their immediate School Director or the Detroit Police /Fire Department. Local numbers are posted on the walls of the campus or in the student manual made available to you prior to enrollment.

Visitors in the Workplace

All visitors are required to enter the facility through the main entrance and sign the sign-in sheet, stating their name, phone number, email, and reason for visit. All secondary doors must be closed and secured at all times. School visitors must show proper identification and be screened through the school's visitor management system. This is to ensure the safety of our students, employees, and guests. In an effort to minimize classroom disruptions and mitigate any emergency situations, no student or visitor shall be permitted to wander about the building under any circumstances. Students who are currently enrolled and who may require evening access to the Student Media Room must receive prior authorization from their instructor, the school director or chief operations officer prior to access being granted. Employees who observe an unauthorized individual on DSDT premises should immediately direct him/her to the administration office or contact the administrator in charge. All nighttime visitors must follow the same procedures required for entry into the building and these procedures are monitored by appointed security personnel. No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons, or antique weapons may not be brought on to school property, including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the School Director who shall turn the weapon over to the proper authorities. Authorized law enforcement officers, including school campus officers, if employed by DSDT, may have weapons in their possession while on duty.

Bullying and Harassment

It is the policy of DSDT, that all its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. DSDT will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The following are general processes and procedures designed to assure students, staff, and guests that DSDT is a safe & healthy environment in which to teach and learn.

Accident Reporting System

DSDT follows the state of Michigan (LARA) post-secondary policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers a work-related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed before the injury/illness and bring them back to work as quickly as possible.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during, or arising out of, your employment.
- Receive timely & understandable information concerning your treatment including available alternatives & their effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified, as well as request a one-time independent medical examination.

As an employee, you are responsible for:

- Immediately reporting any injury received on the job to your School Director/manager, prior to seeking medical care for an occupational injury that does not require emergency treatment.

Claim Reporting System

In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her School Director, who, in turn, will receive care/medical/ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the School Director.

ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

Emergency Care

If it is a true emergency, have someone call 911 or take you to the nearest emergency room. Please contact your immediate instructor or School Director to help facilitate. Any additional medical care that is needed will be coordinated through them. After hours medical care is available 24 hours a day, seven (7) days a week (including holidays) in nearby urgent care centers. If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employer, and/or the subcontractor must call the School Director immediately, or no later than, the next business day to report such visits.

If a student suffers an on-campus related injury/illness, a Student Accident Report (Addendum

A) should be completed on the same day of the incident and submitted to the Director of Administration on the same day. The Administration Director will retain a copy for DSDT's files and add a copy to the student's files.

For non-students or subcontractors that suffer work related injury/illness, a Public Incident Report (Addendum B) should be completed on the same day of the incident and submitted to the Director of Administration that day. The director will then file in a timely manner or within the 24-hr. period.

Accident Investigation System

The school director completes a health and injury report as necessary and submits the report to DSDT's office of secure files, before the end of the working day on which the incident is reported. An Incident Report or Student Accident Injury Report is to be submitted to the School Director and will be investigated through department procedures.

Emergency Response Plan

Every DSDT classroom has a copy of the campus evacuation and safety/health emergency plan. Throughout the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classrooms and is found in the Consumer Info at a Glance section on our website for reference. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. DSDT's Emergency Operations Plan considers lessons learned from prior school trainings to highlight the importance of preparing for any hazard or emergency. DSDT's Emergency Operations Plan is aligned with the emergency planning practices at national, state, &

local levels and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Part of DSDT’s Emergency Operations Plan requires the school site to conduct annual trainings for various scenarios (fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) for staff, students, and visitors to be prepared during critical incidents. Each classroom has an emergency evacuation map posted that the instructor discusses with their class. The school has an annual emergency evacuation training, in which a fire drill simulation is conducted. Drills are conducted so that students and personnel can react quickly & appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

Crisis Response Plan

The DSDT Crisis Response Plan is part of the DSDT’s Emergency Operations Plan, which provides the school site with a guide for effective response to a critical incident. Our campus site will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response, & recovery from a threatened or actual emergency and will be given to students prior to enrollment.

Fire Extinguisher Maintenance Plan

All fire extinguishers are maintained by Fire Systems of Michigan and checked annually.

Evaluation & Revision

DSDT’s health and safety written plan is reviewed annually by DSDT’s Institutional Advisory Committee Board, to ensure compliance with LARA post-secondary school licensing division guidelines, as well as adequacy. Students, employees, and visitors will use this form to report school related injuries, illness, or “near miss” events (which could have caused an injury or illness) - no matter how minor. This helps us to identify student plans/procedures and emergency preparedness protocols and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to the Director of Administration. Always keep work areas clean and orderly, and immediately report all accidents to the school director or management on staff. Operate instructional material/ equipment only after proper training has been administered and under the supervision of instructor/ and or School Director. All employees must wear business casual clothing while on campus or must have appropriate clothing provided (for purchase by student), DSDT T-shirt, jeans/slacks, and closed-toe shoes. Employees caring for injuries sustained during, or arising out of, on campus activities should direct your questions or concerns relating to the safety programs or issues immediately to the School Director, or Detroit Police /Fire Department. Local numbers are posted on the walls of the campus, or in the student manual made available to the student prior to enrollment. All visitors are required to enter the facility through the main entrance and sign the sign-in sheet, stating their name, phone number, email, and reason for visit. School visitors must show proper identification and be screened through the school’s visitor management system. This is to ensure the safety of our students, employees, and guests. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 911 and complete an Accident Report form. Have the student, School Director, or the administrator who charted the incident acknowledge and sign off on documentation.

Individual completing this form, please circle the correct one:

**Student / Staff member/ Committee Member/ Patron of
the Facility**

Signature

Date

Today's Date:

Incident Report

DSDT

1759 W. 20th Street

Detroit, MI

48216

Students, employees, and all visitors will use this form to report all school related injuries, illness, or "near miss" events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to a school director/ instructor for further action.

I am reporting a work related: **Injury** **Illness** **Near Miss**

Your Name:

Instructor/Supervisor:

Have you told your instructor/supervisor about this injury? **Yes** **No**

Date of injury/near miss:

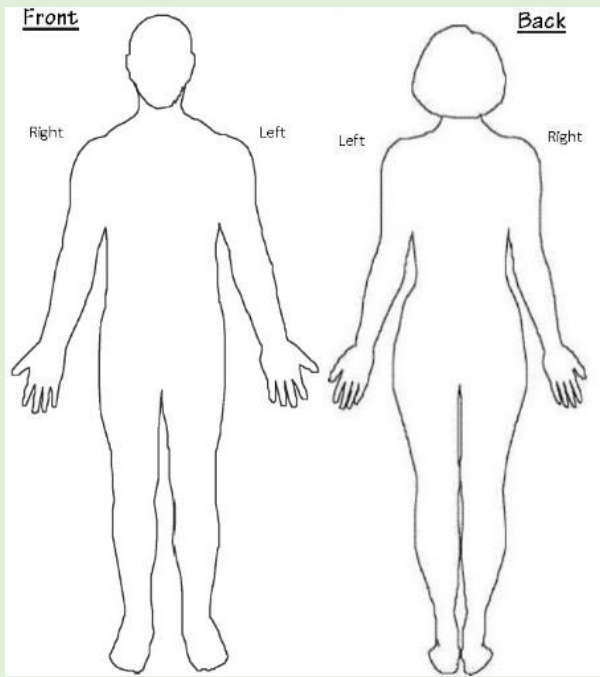
Time of injury/ near miss:

Name of witness (if any):

Where, exactly, did it happen?

What could have been done to prevent this injury/near miss?

What were you doing at the time?

What parts of your body Were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone #:
Part of body affected: 	Nature of the injury you're reporting: <ul style="list-style-type: none"><input type="checkbox"/> Abrasion, scrapes<input type="checkbox"/> Amputation<input type="checkbox"/> Broken bone<input type="checkbox"/> Bruise<input type="checkbox"/> Burn (heat)<input type="checkbox"/> Burn (chemical)<input type="checkbox"/> Concussion (to the head)<input type="checkbox"/> Crushing Injury<input type="checkbox"/> Cut, laceration, puncture<input type="checkbox"/> Illness<input type="checkbox"/> Sprain, strain<input type="checkbox"/> Other:
Written witness statement:	
Number of attachments (photographs, hospital verification, drawings, etc.):	

Why did the incident happen?	
<input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment/tools <input type="checkbox"/> No training or insufficient training	<input type="checkbox"/> Other:
What changes do you suggest preventing this incident/ near miss from happening again?	
<input type="checkbox"/> Stop this activity <input type="checkbox"/> Redesign school area <input type="checkbox"/> Train/ enforce policy	<input type="checkbox"/> Other:
Your Signature:	Date:
For administrative use only	
Written by: Job title:	Date:
Names of team investigating:	
Reviewed by: Job title:	Date:
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?	

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter school program or work environment.

- Please review every room at facility for the immediate evacuation route in event of an emergency or fire.
- Please report all investigations and or incidents to the fire department by calling 911 and give the name of DSDT and address: 1759 W. 20th Street, Detroit, MI. 48216.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful.
- Proper Use of Flammables: Read labels and always follow precaution. Proper use of chemicals and materials: Please refer to teacher/ student manuals. If your class is using any of them, they will be listed in your manual and reviewed in introductory class.
- Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilated area and in moderate temperature.
- Protection during application: Follow directions, wear gloves and/or goggles as directed. Apply your professional training.
- Proper Use of First Aid: First aid kit is available and at the front desk and by the bathrooms.
- Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation.

IN THE EVENT OF A FIRE:

- Contact the fire department (911) and give the name and address of DSDT, the nature of fire (what is burning), and the name of person reporting the fire. Evacuate premises by following the planned procedure for the facility.
- Alternate exits for use in the event the fire blocks regular route.
- Fire extinguishers are serviced annually.

USE OF FIRE EXTINGUISHERS

Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Pull the pin 2. Aim the nozzle | <ol style="list-style-type: none"> 3. Squeeze the handle 4. Sweep from side to side at the base until fire goes out |
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RECOMMENDED PROCEDURES

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Everyone is leaving the premises and the fire department has been called • The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.) | <ul style="list-style-type: none"> • You can fight the fire with your back to an escape route • Your extinguisher is rated for the type of fire you are fighting and is in good working order • You know how to operate the extinguisher |
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Individual completing this form, please circle the correct one:

Student / Guest / Employee

Signature

Date