



Health and Safety Policy

Name of Policy

September 1st 2010

Implementation Date

All Staff and Faculty

Position(s) Responsible

March 28, 2018

Date of Last Revision

Policy:

Western Maritime Institute is committed to providing a healthy and safe working and learning environment for all employees and students. The policy applies to all WMI's employees and students.

Procedure for Fire Safety:

1. The Campus Director with the assistance of the Fire Technician ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Campus Director with the assistance of the Fire Technician ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The Campus Director with the assistance of the Fire Technician is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, the Receptionist or member of the Administrative team will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
5. The Campus Director or other Senior Management team member will advise all employees to evacuate the campus.
6. Instructors will escort their students to the parking lot in front of the college ensuring that he or she takes the class list with them. At the parking lot in front of the college, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Campus Director or other Senior Management team member if anyone is missing.
7. The Campus Director or other Senior Management team member will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Campus Director or other Senior Management team member will authorize school closure.



8. No student or employee will re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

1. The Campus Director ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Campus Director ensures that all employees receive training in the school are familiar with earthquake evacuation procedures.
3. The designated institution safety officer is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will:
 - DROP to the ground
 - Take COVER by getting under a sturdy desk or table, and
 - HOLD ON to it until the shaking stops
5. When it is deemed safe to do so, the Campus Director or other Senior Management team member will advise all employees and students to evacuate the campus.
6. Instructors will escort their students to the parking lot in front of the college ensuring that he or she takes the class list with them. At the parking lot in front of the college the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Campus Director or other Senior Management team member if anyone is missing.
7. The Campus Director or other Senior Management team member will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Campus Director or other Senior Management team member will authorize school closure.
8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, WorkSafe BC or by the equipment manufacturer.



2. The Campus Director and/or Chief Instructors are responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Campus Director or Chief Instructor with the assistance of the Fire Technician arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.
6. All inspections and their outcomes are documented and the inspection report is retained by the Fire Technician in the MEDs equipment storage room.

Work Alone Policy

1. Employee or instructor working alone after operational hours is to ensure all perimeter doors and shutters are locked once all other building occupants have vacated the premises.
2. If working alone during operational hours, employee or instructor working alone is to roll up the shutter in the front entrance window and lock all perimeter doors. If anyone knocks on the front door, employee/instructor is to verify who the visitor is through the front entrance window prior to granting access to the building.
3. Employee or instructor working alone is to ensure either a co-worker or family member is aware he/she is working alone.
4. When responding to an after-hours call out, employee is to ensure he/she brings someone with them. If the employee is unable to respond to the call with a second person, the next person on the call out list is to be contacted until someone who is able to go to the campus accompanied is found.