

**Adult & Community Education, Columbus City Schools**  
**HVACR**  
**Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and**  
**Investigating Incidents Plan**  
**Council on Occupational Education, Standard 6**

**Objective**

To provide and utilize a plan to ensure the health and safety of employees, students, and guests of Adult & Community Education (ACE), Columbus City Schools

**Purpose**

This plan will help ensure that ACE identifies responsible person(s) to implement a health and safety plan for employees, students, and guests in order to maintain readiness and reporting and investigating incidents, per Columbus City Schools Board of Education policy described in this plan.

**Council on Occupational Education Standard**

The plan helps meet criteria for COE Standard 6, Objective 6-2: *To ensure that the physical resources provide for the protection of the health and safety of students, faculty, administrative staff, and visitors.*

**Implementation of the HVACR Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and Investigating Incidents Plan**

The Adult & Community Education Director and Operations Coordinator are responsible for the implementation of the HVACR Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and Investigating Incidents Plan.

**Strategies Used to Facilitate the HVACR Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and Investigating Incidents Plan**

- **Procedures used to assure the health and safety of the institution's employees, students, and guests include the following:**
  - This plan is provided to all ACE staff through distribution of the ACE Staff Handbook and to students through distribution of the HVACR Program Student Handbook.
  - The Employee Injury Report and the Student/Visitor Accident Report are used in the event of an injury or accident.
  - A first aid kit is located in the facility.
  - An Automated External Defibrillator (AE) and instructions for its use are located in the facility.

- **Provide a Medical Disaster Response Team**

A Medical Disaster Response Team will be activated in an emergency. Their duties include:

- Identifying trained first aid personnel
- Maintaining ample supplies in an emergency first aid kit
- Coordinating first aid and CPR as needed
- Performing triage
- Accompanying students and staff to area hospitals at the discretion of the incident commander
- Keeping records of treatment

- **Establish a Health and Safety Committee**

Columbus City Schools and the Columbus Education Association have established a joint labor committee for Health and Safety. The committee identifies health and safety-related problems, evaluates and makes recommendations about current health and safety work practices and procedures, improves communication about the work order process, and promotes awareness and encourages compliance with health and safety practices and procedures.

- **Adhere to health and safety procedures according to district policies and the Centers for Disease Control and Prevention (CDC) guidelines**

ACE follows Columbus Board of Education Policy, Section 8400; the policy is included as supporting documentation for this criterion. ACE also follows all Centers for Disease Control (CDC) guidelines related to health and safety, including COVID-related protocols.

### **Annual Plan Evaluation**

The HVACR Health and Safety of Employees, Students, Guests to Maintain Readiness and Reporting and Investigating Incidents Plan will be reviewed no less than annually by the Director of Adult & Community Education, Operations Coordinator, and staff and revised as necessary.