

Health and Safety Policy

Name of Policy

January 01st, 2008

Implementation Date

All employees are responsible for administering this policy.

Position(s) Responsible

January 31st, 2024

Date of Last Revision

Health and Safety Policy

At ACE Community College, the safety and well-being of our employees and students are paramount. We are dedicated to maintaining a healthy working and learning environment by adhering to rigorous safety standards. The following policies and procedures outline our commitment to ensuring safety across various scenarios.

General Health and Safety Policy:

Policy:

ACE Community College (ACC) is committed to providing a healthy and safe working and learning environments for all employees and students. ACC ensures that all machinery and equipment are properly maintained, with necessary safety devices in working order. Any concerns or issues must be reported to the CEO. This policy applies to all ACE Community College employees and students.

Procedure for Fire Safety:

Responsibility:

The Director of Administration ensures the implementation and maintenance of fire safety measures across the campus.

i) Fire Suppression Equipment:

The Director of Administration ensures adequate fire suppression equipment availability and conducts annual inspections by a qualified inspector.

ii) Training and Evacuation Procedures:

All employees receive training in fire suppression equipment operation and fire evacuation procedures. Evacuation procedures are practiced every semester and at the start of each semester.

iii) Emergency Exit Instructions:

Emergency exit instructions and route maps are posted in each classroom, highlighting exit locations in colored highlights.

iv) Emergency Response:

In the event of a fire emergency, the Director of Administration will dial 911, provide necessary details to the fire department, and advise all employees to evacuate.

v) Student Evacuation:

Instructors will escort students to designated meeting locations, checking attendance against class lists. Any missing students will be reported immediately.

vi) Emergency Liaison:

The Director of Administration acts as a liaison between fire officials and students/employees. School closure is authorized if deemed necessary.

vii) Re-Entry Protocol:

No student or employee is allowed to re-enter the campus until authorized by fire officials.

Procedure for Earthquake Safety:

Responsibility:

The Director of Administration ensures the implementation and maintenance of earthquake safety measures across the campus.

i) Precautions:

Adequate precautions are taken to limit injuries during an earthquake, including securing furniture and providing lipped shelving for items at or above head-level.

ii) Training and Evacuation Procedures:

All employees receive training in earthquake evacuation procedures.

iii) Emergency Instructions:

Emergency instructions and exit route maps are posted in each classroom, highlighting exit locations in colored highlights.



#102,9486-120St, Surrey,
BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com



SKILLED TRADES BC
DESIGNATED TRAINER

iv) During Earthquake:

Staff and students take cover and remain under cover until the shaking stops.

v) Evacuation:

When safe, the Director of Administration advises all employees to evacuate. Instructors escort students, checking attendance and reporting missing students.

vi) Emergency Liaison:

The Director of Administration acts as a liaison between rescue officials and students/employees. School closure is authorized if necessary.

vii) Re-Entry Protocol:

No student or employee is allowed to re-enter the campus until authorized by rescue officials.

Program Specific Health and Safety Procedures:

i) Equipment and Hazardous Materials:

Programs using dangerous equipment or hazardous materials adhere to Health Canada, WorkSafe, or equipment manufacturer guidelines.

ii) Training and Inspections:

The Director of Administration ensures employee training and weekly student training on proper use, maintenance, storage, and disposal. Instructors conduct weekly equipment inspections, and periodic facility inspections are scheduled.

iii) Documentation:

All inspections and outcomes are documented, retained in a binder, and made available for reference.