

## HEALTH & SAFETY POLICIES

**Date Policy Written or Last Modified:** July 2024

**Position(s) Responsible for Administering this Policy:** Safety Committee

Stenberg College provides and promotes safe and healthy working conditions and awareness for all students, staff, and faculty within the organization. These goals are met through effective occupational health and safety practices which ensure compliance with WorkSafe BC and all applicable safety regulations. This results in the prevention of injuries, accidents, and industrial diseases.

Each Stenberg College employee and student holds the primary responsibility for their own safety and is personally responsible to:

- Perform work in a safe and efficient manner, following outlined safety procedures and all applicable safety regulations.
- Report to your supervisor or instructor all work-related injuries.
- Take corrective action within the employee's/student's ability to eliminate hazards, report unsafe conditions and practices to their supervisor or instructor/faculty and make suggestions and/or recommendations for corrective action.
- Wear required safety apparel in accordance with WorkSafe BC standards and the instructions of your supervisor or instructor/faculty.
- Only operate machinery or equipment for which the employee/student is adequately trained.
- All students, instructors, and staff are to only use furniture in its approved manner. Improper use of chairs or sitting on tables or other furniture may result in injury.
- Inform your Student Success Coordinator of any health status changes during your program.

### First Aid Supply Access

At the Main Campus, there is a first aid kit located at the front desk. At the King George Campus located at 10060 King George Blvd, there is a first aid kit in the kitchen cabinet labeled First Aid. At the other King George Campus at 10072 King George Blvd, the first aid kit is located on top of the fridge in the lunchroom. Please see any staff member if you require access to the kit or further medical attention. Stenberg College is not permitted to administer any medications.

### Emergency Procedures

In case of an emergency, emergency procedures are clearly posted on the door inside each classroom.

In case of a medical emergency, the instructor is to stay with the injured individual and designate someone else to call 9-1-1. The protocol provided by the 9-1-1 emergency responder is to be followed. Immediately after contacting 9-1-1 for incidents at the Main Campus, campus security must be called and notified of the incident at (604) 588-7855. The instructor will designate an individual to wait in the lobby for security and emergency responders.

## Earthquake Safety

In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops. Do not attempt to exit the building during an earthquake. At the Main Campus, instructors will escort you according to their designated fire escape route to the Surrey Recreation Centre Parking Lot, ensuring that they take the class list with them.

The designated meeting area for the Main Campus is the Surrey Recreation Centre Parking Lot, and the designated meeting area for the King George Campuses is in the back parking lot towards Whalley Boulevard. At the designated meeting area, the instructor will confirm that all students are present. The instructor will then appoint another person to do a second check to ensure that everyone is present and immediately advise their direct manager of anyone that is missing.

No students or employees will re-enter the campus until rescue officials have authorized re-entry. Please refer to location specific Earthquake Safety Evacuation documents.

For all satellite campuses and labs, emergency procedures will be reviewed at the beginning of each lab block.

## Fire Safety

Emergency escape route maps and procedures are posted in each classroom.

At each campus location, the instructors will escort their students according to their designated fire escape route. At the Central City campus, this would be at the Surrey Recreation Centre Parking Lot. The instructor will ensure that they take the class list with them. At the King George campus, the emergency meeting location is at the back parking lot towards Whalley Boulevard.

At each designated muster point, the instructor will confirm that all students are present. The instructor will then appoint another person to do a second check to ensure that everyone is present and immediately advise their direct manager of anyone that is missing.

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

## Campus Lockdown

College administrators will determine if a threat is of such gravity to warrant a lockdown, and they will notify all on campus that a lockdown has been declared.

Only College administrators can declare a campus lockdown. Staff and students will follow the directions of College administrators after a lockdown has been declared. Students will take direction from faculty in the classroom.

## Staff Preparation and Procedures

- Staff should be familiar with the location of rooms with locking doors.
- Staff should be familiar with the location of all exits from the school.
- Staff should be familiar with the safe and unsafe spots within each room.
- Ensure that the procedure is reviewed with students and that they understand the importance of following the direction of staff members.

**When a Lockdown Occurs**

- A senior administrator/instructor ensures that all staff members are notified of the lockdown as quickly as possible.
- A senior administrator/instructor notifies police via 9-1-1 that an incident is in progress, giving as much detail as possible about the intruder.
- Staff members follow the directions of the senior administrator/instructor.
- If staff and students are unable to exit the building, staff members will direct all to classrooms and other lockable locations.
- All people located in a classroom or other lockable location are to assume a crouched position against a wall or under tables or desks.
- Staff are to ensure that doors are locked and lights are turned off.
- Silence must be maintained.
- All are to remain in the locked rooms until informed by the senior on-site police officer that it is safe to leave.

When a lockdown is over, follow the directions of first responders and police on site.

**Patient Transfer Using Mechanical Lifts**

You must always operate mechanical lifts for patient transfers in the presence of an instructor or other qualified staff member with the assistance of another individual in the lab setting.

**WorkSafeBC Safety Compliance**

All lab skills are to be practiced following WorkSafeBC guidelines and protocols. Relevant bulletins and posters are made available for reference to ensure compliance.

**Needlestick, Blood, and Bodily Fluid Exposure**

If you sustain exposure to body fluids or come in contact with a needlestick or sharps object injury, you must immediately report the incident to your instructor (while on campus) or to your Clinical Supervisor/Stenberg Monitor (while on practicum/clinical/preceptorship) and go to the closest clinic or hospital emergency department for assessment, treatment, and follow up. An Incident Report form will be completed in collaboration with the instructor/clinical instructor/practice education monitor. WorkSafeBC documentation will be completed in collaboration with the Clinical Manager/Practice Education Manager.

**Requisite Skills and Abilities for Nursing Students**

For Practical Nursing programs, the BCCNM Requisite Skills and Abilities document (RSA), as well as a direct link to the RSA on the [BCCNM website](#), is provided to prospective students at the time of their appointment with a Program Advisor/Registrar. Once a student begins their program of study, the RSA document is reviewed during the student orientation and again during their course of study.

**Allergies & Medical Conditions**

If you have severe allergies, a pre-existing medical condition, or a change in your health status that may require additional support or monitoring during your program, you are responsible for informing the Student Success Coordinator. They will provide you with the appropriate documentation to ensure your health and safety while in the program.



Due to the prevalence of scent-related allergies and allergic reactions, Stenberg students, staff, and faculty members are not to wear scented personal hygiene and beauty products.

### **Infectious Disease & Pandemic**

In the event of an infectious disease risk or pandemic, an announcement will be sent via email to all students, faculty and staff with current information, safety protocols, and best practices.