



## **Lorain County JVS Adult Career Center Plan for Assuring Health & Safety 2020**

### **Scope**

The Lorain County JVS Adult Career Center is committed to assuring that the health and safety of employees, students, and guests is diligently monitored and that the facility and staff maintain readiness in cases of sickness, accidents, or emergency health care needs.

### **Overview of District Functions Related to Health & Safety**

Board Policies:

- #8400 – School Safety
- #8405 – Environmental Health and Safety Issues
- #8442 – Reporting Accidents
- #8420 – Emergency Situations at School

Annual Safety Plan (District):

The Annual Safety Plan is updated, revised and approved annually by the Joint Vocational School (JVS) Safety Forces Committee. This plan includes safety, evacuation, medical, reporting and investigative procedures for an eclectic mix of emergency scenarios. The committee also reviews potential safety threats, assesses the reality of various safety drills conducted throughout the school year and makes recommendations for improvement of procedures, tools, equipment and safety training. The Annual Safety Plan is available to all staff via a phone app and on their iPads through Navigate Prepared. The plan is also downloaded into Public School Works and must be reviewed and signed off by each staff member annually.

Adult Career Center Safety Plan (specific to adult career center and evening staff):

The Lorain County JVS Adult Career Center Student Information Handbook (student handbook) contains procedures for handling a variety of emergencies during the evenings.

Public School Works – Employee Safe and Student Watch:

This portal is available to all staff and includes the following:

- |   |   |
|---|---|
| Staff Training  | Chemical SDS Binder                                       |
| Safety Document Library                                 | Student Bullying Reporting                                |
| Staff Accident Management (Reporting and Investigation) | Student Safety Reporting                                  |
| Hazard and near-miss reporting                          | Student Accident Management (reporting and Investigation) |
| Staff Misconduct Reporting                              | Student Behavior Management                               |
| Chemical Safety Hotline                                 | Staff Helpline  |

Health and Wellness Committee:

This committee is responsible for promoting Health and Wellness to all staff and proposing ideas how the facility can be utilized to promote community Health and Wellness.

Yoga classes offered for staff after school  
 New Weight/Exercise room built to promote working out  
 Zen room – w/massage chairs for staff  
 Weight loss challenges  
 Walking path outside and walking routes inside building  
 Dietary in-services provided occasionally  
 Self-defense classes  
 Comprehensive health checks for all staff  
 Flu shots offered at school

#### Staff Training:

All Public School Works training is recorded in Public School Works  
 Internal staff training is kept in signed logs. (Example: Active Shooter Response Training (ALICE) was voluntary to staff, AED training conducted by certified staff members etc.)  
 Professional training of staff through external resources usually results in certifications kept in respective personnel files. (NFPA 70E, OSHA, Bobcat training, forklift training, snow plowing training etc.)

### Reporting and Investigating Accidents Procedure

Located in Procedures Manual and Student Handbook:

Student and Guest Procedures for Reporting and Investigating Accidents/Incidents (DAYTIME)
Instructor is immediately notified and responsible and must determine by the extent of the injury whether the student should:
Receive minor first aid, handled in class. Be sent to the office with a pass to see the nurse- NEVER SEND AN INJURED STUDENT ALONE. Not be moved and call 333.
Teacher will fill out and submit to the nurse, as soon as possible, a complete accident report in all cases where first aid or medical attention is required for a student who has been involved in an accident in school.
The school nurse will make a determination after viewing the student's Emergency Medical Authorization to:
Assist with minor first aid treatment. Contact the student's parents for the student to be taken home for treatment. Call 911.

### Annual Review, Evaluation, Revision and Availability of Plan

All plans are reviewed annually to ensure their alignment with our stakeholders' needs and feedback. Updated plans are shared with members of the Institutional Advisory Committee and with staff and students (as applicable) at their respective orientation sessions. Copies of plans are available on the Adult Career Center's website or by calling the Adult Career Center office.