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## HEALTH AND SAFETY PLAN

**Purpose:** This plan is to ensure the health and safety of the institution's employees, students and clinic guests.

**Objective:** To assure preventative health and safety measures

### **Procedure:**

1. All employees are oriented and updated regarding policies, procedures and plans of AVI Career Training which include the Health and Safety Policies and Procedures on their first day.
2. The orientation reviews incident reporting protocol and investigation. Students are to report incidents to their instructor or to the administrative office. Faculty and staff are to report incidents to the administrative office immediately.
3. There is a Safety Hazards and Physical Demands section included in the AVI Career Training Employee Handbook/ Student Orientation Manual for employee use – and to guide daily safe practices as well as additional policies
4. Evacuation/Safety/Security Procedures are reviewed with all classes during orientation – as well as with new hire employee orientations. Random drills are held throughout the year and are evaluated. A safety committee of students, staff and faculty will be formed when a trend or pattern emerges.

### Fire Emergency

If fire is detected, alert all students and staff member Must Immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone.

### Unruly/Violent Customer or Student

In the event that a customer or student becomes overly irritable or violent, simply ask the person to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not leave upon your second request, call the police department and ask for an officer to come and remove the unwanted parties.

### Accident

In the event that an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

### Bodily Injury/Serious Illness

If a student, staff member, or patron is injured on school premises, YOU should immediately contact the nearest administrative staff member. A first aid kit is available near the cash register for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

### List of Chemical, Biological or infectious agent/ potentially harmful substances used and safety Management

- 1- Quaternary Ammonium Compounds: Barbicide
- 2- Phenolic Disinfectant: Lysol Pine sol for floor cleaning
- 3- Sodium Hypochlorite: Bleach
- 4- Chemical / Glycolic Peel: Natural acid peel
- 5- Sodium Hydroxide: Hair Relaxer
- 6- Rusk Hair color and bleaches (Powder)
- 7- Nail Polishes and removers
- 8- Skin Care Products
- 9- Shampoo and conditioners
- 10- Wax solvent
- 11- Permanent Make up color

### Safety Management

Hazardous products are used under a supervision of a trained licensed professional. Student and Staff member are responsible for assessing the risk associated with hazardous chemicals to themselves and for others. Safety precaution must be followed in handling any hazardous products.

Safety Material Data Sheets which provide detail information and guidelines/ precautions on product usage are available for all products used at AVI Career Training.

Safety gloves/ glasses and/or aprons are mandatory to handle certain chemicals. An eye wash station is available students and staff are trained to use it in case of getting a chemical substance in their eye.

Chemicals are stored in safe place away from flammable exposure. Administrative staff with training in handling such products are responsible to distribute the products to the classrooms/ clinical floor under the instructor's supervision.