



Health & Safety Plan

Mission

Our mission is *“to offer educational opportunities for students to achieve professional development and success through real-world tools and applications to obtain employment.”*

Howard Healthcare Academy was founded on strict principles and core values that center around success and growth. We have created educational facilities that focus on live, hands-on experience. Through real life learning environments, and technical courses, instructors prepare our students with the hands-on knowledge they need to apply for an entry-level dental assisting position. We want to help out future dental assistants and help them build careers. This way, the dental community / employers will have the support needed to provide patient care.

Vision

The vision of Howard Healthcare Academy is to be recognized as a top performing educational institution and be the preferred choice for quality education and training.

Health and Safety Plan

Overview

To maintain a safe and healthy environment on a daily basis, Howard Healthcare Academy implements policies, processes, and procedures relating to health and safety issues. These safety policies are in place, implemented, and regularly evaluated and revised through thorough reviews of accident reports, safety meetings, as well as soliciting input from employees and students through a suggestion box at the front desk and encouragement to express any safety concerns to their instructors or staff members. There is a system for reporting and investigating accidents that is followed by all staff as evidenced in the employee safety manual. Howard Healthcare Academy has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone. All employees observe all safety rules, be familiar with the institution's critical incident plans/procedures and emergency preparedness protocols, keep work areas clean and orderly at all times, and immediately report all accidents to the Program Director. Employees must also operate only equipment or machines they have been trained and authorized on and must wear their employee ID badge while on school property.

Employees with questions or concerns relating to safety programs and issues should contact the Program Director of the institution. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident, should report the circumstances to the Program Director and to the campus facility maintenance personnel. This action may prevent a future accident.

Accident Reporting System

The Accident Reporting System procedure is performed via paper incident reports filled out by the reporter of the incident and the recipient of the report. All accidents or "near misses" must be reported immediately and an accident investigation is conducted. The purpose is to evaluate the accident, review how it happened, and determine if a potential hazard exists which can be reduced or eliminated so future incidents are not repeated.

All of our employees are expected to complete basic safety training, follow all safety policies, and use common sense in their daily activities.

Employees

As an employee, you are responsible to immediately report any injury received on the job to the Program Director. The Program Director will then submit the report to the Human Resource

department prior to seeking medical care for an occupational injury that does not require emergency treatment. Employees must receive all medical care from providers authorized by the claims administrator and follow the provider's instructions regarding treatment. It is also the employee's responsibility to keep all scheduled appointments and return to active employment once cleared by your physician. All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Please report all work-related injuries or illnesses immediately to the director. In compliance with California law, and to promote the concept of a safe workplace, the institution maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the Program Director's office. In compliance with Proposition 65, the College will inform employees of any known exposure to a chemical known to cause cancer, birth defects or other reproductive harm.

Emergency Care

If a true emergency occurs, call 911 or go to the nearest emergency room.

If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must notify the Program Director no later than the next business day. Traveling employees except in emergency situations, who are injured outside of the service area must report injury immediately to the Program Director. If the Program Director is not available the employee may also contact the Human Resource Manager to obtain the Treatment Authorization Form needed prior to seeking treatment.

Students

If a student suffers work related injury/illness, a Student Incident Report should be completed on the same day of the incident and submitted that day to the Program Director. The Program Director will retain a copy for the institution's files and submit the form to Human Resources.

Public

If a non-institution person suffers work related injury/illness, a Guest Incident Report should be completed on the same day of the incident and submitted that day to the Program Director. The Program Director will retain a copy for the institution's files and submit the form to Human Resources for filing and/or action.

Accident Investigation System

Human Resources completes an Investigation Report as necessary and submits the report to the institution's adjuster for investigation.

Site Emergency Plan

Howard Healthcare Academy has a specific Site Emergency Plan. Emergency procedures are in the administrative area. The plan is reviewed annually by the administrative staff during a third

quarter meeting. The plan is designed as a quick reference resource for the classroom and it provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. Site's Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident. The plan is reviewed and revised annually or more frequently if needed.

Safety Data Sheets

All school site Safety Data Sheets (SDS) are maintained and available in the dental laboratory. In addition the institution has posted the Globally Harmonized System Hazardous Materials sign on the outside of labs. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill clean-up and first aid requirements, as well as the proper disposal of substances.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, Howard Healthcare Academy issues photo identification badges to students, faculty and staff. Students enrolled in short-term or continuing education classes are issued a temporary student identification badge. All visitors must visit the front desk upon entry on the campus to receive a visitor's identification name tag. Students, staff, and guests must wear their badge in a visible location at all times, above the waist to ensure campus safety.

Evaluation – Revision

Howard Healthcare Academy's health and safety written plan is reviewed annually by the Board of Governors. The institution also oversees all requirements to ensure that mandates concerning health and safety policies and procedures are adhered to.