



# Health and Safety Plan For Employees, Students and Guests

## **Mission Statement**

Moore Career College is *committed* to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Moore Career College is developing a high level of *competency*, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the *career* of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

**"Our Philosophy is to *inspire* students to strive for excellence and to achieve maximum personal potential."**

Edward Moore, M. Ed.

## **Vision**

Moore Career College encourages each student to aspire to the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience we hope to ensure that the Moore Career College graduate has been meticulously prepared. Overview

## OVERVIEW

Moore Career College (MCC) located in Baton Rouge, Louisiana. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for our students. MCC maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories.

To fulfill the goal of maintaining a safe and healthy environment on a daily basis, MCC 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.

There is a system for reporting and investigating accidents that is followed by all staff.

Moore Career College has developed and promotes a comprehensive program to ensure the safety of its employees, students, and guests. 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 guests are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- Observe all safety rules

- Keep work areas clean and orderly at all times
- Report all accidents to the Director
- Operate only equipment or machines they have been trained and authorized on

The Director is charged with the responsibility of health and safety, but everyone is involved in the process. Anyone who becomes aware of an unsafe condition or practice, or witnessed a near miss accident, it is important that they report the circumstances to the Director. This action may prevent a future accident.

We are a diverse and dispersed organization, and the staff are more aware of their environment than anyone. If you become aware of an unsafe condition or practice, or witness a near miss accident, it is important that you report the circumstances to the Director. Your action may prevent a future accident.

### **Accident Reporting System**

All accidents 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.

#### **Employees**

As an employee, you are responsible to:

- Immediately report any injury received on the job to the Director.
- Follow your provider's instructions regarding your treatment.

**ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.**

## **Emergency Care**

- If it is a true emergency, have someone call 911 or take you to the nearest emergency room
  
- Any additional medical care that is needed will be coordinated through them.

## **Students**

If a student suffers work related injury/illness, a Student Accident Report should be completed on the same day of the incident and submitted that day to the Director. The Director will retain a copy for MCC's files.

## **Accident Investigation System**

The MCC Director completes a Accident Report as necessary and files the report.

## **Evaluation – Revision**

MCC's health and safety written plan is reviewed annually by MCC's Advisory Committee. The Director also ensures that mandates concerning health and safety policies and procedures are adhered to.

