



Health and Safety Plan for Employees, Students and Guests

At Moore Career College, 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.

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 the machines and equipment that you have been trained 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, should 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 a staff member becomes aware of an unsafe condition or practice, or witness a near miss accident, it is important that he or she 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 that future incidents are not repeated.

Employees

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 the victim 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 it must be submitted that day to the Director. The Director will retain a copy for MCC's files.

Accident Investigation System

The MCC Director completes an 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.