



Plan for Assuring the Health and Safety of the Institution's Employees, Students & Guests

Overview

The Praxis Institute (TPI) is committed to ensuring a safe, clean, and orderly environment for the health and safety of students, staff, and guests. To fulfill the goal of a safe and healthy environment on a daily basis, TPI have in place policies, processes, and procedures relating to the health and safety of students, faculty, and guests (Safety Manual). The institution's health and safety policies and procedures (Safety Manual) are annually evaluated and revised based on input provided by advisory board, students, and staff.

Reporting Health & Safety Issues

A system for reporting and investigating incidents is followed by all staff and is led by Campuses Directors. TPI has in place standard procedures to reduce injury and promote safety. Both staff and students must:

- Observe all safety rules
- Familiarize themselves with the institution's incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- For students, immediately report all incidents to the instructor or administrator.
- For staff, immediately report all incidents to supervisor or administrator.

Harassment/Bullying

TPI is committed to ensuring students and staff enjoys a work and educational setting that is safe, secure, and free from harassment and bullying of any kind. The institution does not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

Accident Reporting

TPI follows its established policies and procedures regarding the reporting of incidents to employees, students, or the public.

TITLE: Incident Report

PURPOSE: To establish procedures to document an incident.

RESPONSIBILITY:

It is the responsibility of the Executive Director, Campus Director, Programs Directors, and all faculty to ensure compliance with this policy.

APPLICABILITY:

This policy applies to the entire organization.

POLICY:

All incidents will be documented by one of the following: the involved person, a witness, supervisor, or faculty member, using the following approved form. Completed forms will be turned in to the Executive Director for appropriate follow-up, resolution, and filing.



Incident Report

CAMPUS: _____

1. NAME: _____

2. ADDRESS: _____

3. SEX: FEMALE _____ MALE _____

4. AGE: _____

5. TIME INCIDENT OCCURRED

DATE: _____ **DAY OF WEEK** _____

TIME: _____ **A.M.** _____ **P.M.** _____

INJURY:

6. NATURE OF INJURY: _____

7. PART OF BODY INJURED: _____

8. DEGREE OF INJURY: _____

9. DAYS LOST FROM SCHOOL/WORK: _____

10. CAUSE OF INJURY: _____

INCIDENT:

11. LOCATION OF INCIDENT: _____

12. ACTIVITY OF PERSON: _____

13. SUPERVISION: (if yes, give title of supervisor)

YES _____ NO _____

14. CORRECTIVE ACTION TAKEN
OR RECOMMENDED: _____

15. DESCRIPTION: (Provide a word picture of the incident explaining
who, what, when, why, and how.)

DESC. _____

DATE OF REPORT: _____

PREPARED BY: _____

SIGNATURE: _____

Employees

If an employee suffers work related injury/illness, they have the right to:

- Receive timely and appropriate medical care for injuries sustained during the course of, or arising out of, their employment,
- Receive timely and understandable information concerning his/her treatment including available alternatives and their potential effectiveness,
- Receive their treatment with dignity, courtesy, respect, privacy, and with all of the confidentiality specified within the workers' compensation laws,
- Select or change the Primary Care Physician (PCP) or Specialist Physician utilizing established procedures.

Employees are required to immediately report injury received on the job to the immediate supervisor, Campus Director or Executive Director

Plan Availability

Safety Manual is available to students and faculty in all classrooms and laboratories. Safety Manual could also be found in Program Director's and Executive Director's offices.

Evaluation & Revision

TPI health and safety written plan and Safety Manual is reviewed annually by advisory board, staff, instructors, and administration.