

Health and Safety Policy

EduGlobal College is committed to ensuring there is a safe working and learning environment at college premises for all students and employees.

Principles

EduGlobal College is committed to ensure that every employee and student at EduGlobal College is aware of their rights regarding health and safety and that these rights are integral to the task of conducting business at the college.

All employees of the College

- are entitled to a safe worksite and harm-free work environment
- have the responsibility to take reasonable care in the performance of their job to protect themselves, their coworkers and the general public from illness or harm
- have the right and the responsibility to refuse unsafe work, if a worker suspects a (reasonable) hazard exists, to immediately report hazards and unsafe conditions or behaviour on the worksite to on site administrator or Director in writing.
- have the right to participate in the decision-making process regarding safety input and initiatives at college
- Have the right to notify any hazard or risk to onsite administrator or Director for immediate attention.

Commitment to Safety

The management of EduGlobal College is committed to providing a safe and healthy work environment for all employees and students.

EduGlobal College is committed to operating practices that protect the wellbeing of personnel, equipment, facilities, property and the general public, and which comply with the general and environmental legislation by which the institution is bound. The impact of business activity on the environment will be assessed and avoided - or minimized - wherever possible.

Employees and associates are encouraged to proactively seek ways to improve business practices and operating procedures, and to further minimize the risk of loss.

Recognizing the need for efficient and productive business operations, the EduGlobal College will communicate and enforce the policies it has adopted. The avoidance of loss, damage, illness and injury improves employee morale and employee/student confidence hence EduGlobal College is committed to provide a healthy and safe environment for all employees and students.

First Aid Equipment

- The first aid equipment is stored in a secure location on the premises, which is known to designated staff members i.e., on site administrator of EduGlobal College. The equipment of all First Aid Kits are maintained by and inspected by on site administrators.
- Students requiring first aid will report to the instructor or at the reception, and the on-site administrator will decide whether to refer the student to a hospital or call an ambulance if required.

Earthquake Drill

The EduGlobal College takes part annually on the third Thursday in October, province-wide in the “Drop, Cover, and Hold On” drill.

The basic earthquake drill – Drop to the ground, Cover (under a sturdy table or desk), and Hold On (to legs of desk until shaking stops) and count the duration of the earthquake and once it stops count to 60 for safety.

Announcements, posters are put across the institute premises with details regarding upcoming drills. All students and employees are expected to follow the instructions and be part of the Earthquake drill. If any student or employee had special needs during drill must notify onsite administrators at least 1 week before the actual drill date. All possible arrangements will be made for such requests on priority basis.

Fire Safety

Onsite administrator ensures compliance with all Fire Prevention regulations including mandated limitations on materials, safe storage of flammable and combustible liquids, exit capacity calculations, and the use of electrical equipment.

Onsite administrator will implement steps required for Emergency Preparedness including:

- Identification of a School Fire Emergency Team and training of fire extinguishers
- Posting information on exit routes from all rooms in the school in order to show the nearest exit in case of fire.
- Ensuring that no entrance or emergency exit doors are blocked, barred or locked,
- Making sure all fire alarms are checked periodically, with the property manager.