



ACE TRADES
AND TECHNICAL
INSTITUTE

A LANDMARK IN TRADES EDUCATION

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Health and Safety Policy

Name of Policy

Jan 18th, 2018

Implementation Date

All employees are responsible for administering this policy.

Position(s) Responsible

Jan 18th, 2018

Date of Last Revision

Policy:

ACE Trades and Technical Institute is committed to providing a healthy and safe working and learning environment for all employees and students. ACE Trades and Technical Institute makes every effort to ensuring all machinery and equipment are properly maintained and any required safety devices are in working order. Any concerns or issues must be reported to The President. The policy applies to all ACE Trades and Technical Institute employees and students.

Procedure for Fire Safety:

1. The Director Administration ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Director Administration ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures. Evacuation procedures will be practiced every semester and near the start of the semester.
3. The Director Administration is responsible for preparing and posting emergency exit instructions route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of a fire emergency, the Director Administration will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.
5. The Director Administration will advise all employees to evacuate the campus.
6. Instructors will escort their students to designated meeting location at the south west corner of the parking lot ensuring that he or she takes the class list with them. At the designated meeting location, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Director Administration if anyone is missing.
7. The Director Administration will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Director Administration will authorize school closure.
8. No student or employee will re-enter the campus until the fire officials have authorized re-entry.

Procedure for Earthquake Safety:

1. The Director Administration ensures that adequate precautions are taken throughout the campus to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Director Administration ensures that all employees receive training in the school earthquake evacuation procedures.
3. The designated Director Administration is responsible for preparing and posting emergency instructions and exit route maps in each classroom at the campus with the exit from that room specifically noted in a coloured highlight.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Director Administration will advise all employees to evacuate the campus.
6. Instructors will escort their students to the hallway outside the unit ensuring that he or she takes the class list with them. Once everyone arrives in the hallway outside the unit, the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Director Administration if anyone is missing.
7. The Director Administration will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the On-Site Administrator will authorize school closure.
8. No student or employee will re-enter the campus until the rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, Work Safe BC or by the equipment manufacturer.
2. The Director Administration is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.
3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Director Administration schedules periodic inspections of all equipment and facilities as appropriate.
6. All inspections and their outcomes are documented and the inspection report is retained in a binder.