SKINWORKS
SCHOOL OF ADVANCED SKINCARE

HEALTH & SAFETY PLAN

POLICY
The Health & Safety Plan shall always be posted on the student bulletin board and available to the students. It is the school administrations responsibility to make sure that the list is updated when necessary and available to the students.

OBJECTIVE
It is the intent of the school to ensure that students have resources available to them when necessary.

PROCEDURES
DO NOT PANIC! First Aid kits are in the dispensary and at the front desk.

ACCIDENTS/EMERGENCY HEALTH CARE:

LIFE THREATENING
1) CALL 911

2) Major injuries should prompt immediate action to dispatch emergency responders, typically by calling "911" from the nearest telephone. When calling "911", remain calm and stay on the line until you are told to hang up by the dispatcher. Among other things, the emergency dispatcher will ask you to describe the nature (e.g., unconscious person with bleeding observed from the nose) and location (e.g., lobby, classroom, treatment room, left or right of the main entrance) of the emergency.
3) If others are available to provide assistance, have them wait outside/near the entrance to escort emergency responders to the victim's location.
4) Persons trained in First Aid/CPR may render assistance until relieved by emergency responders. Never leave a victim alone, wait until emergency responders have arrived.
5) EXAMPLES OF MAJOR MEDICAL INJURIES/ILLNESSES INCLUDE: symptoms of heart attack or stroke, profuse bleeding, amputations, unconsciousness, extreme breathing problems, deeply impaled objects, anaphylactic reaction, hypoglycemia in diabetics, shock, and seizures. Once the injured is taken care of, contact the Emergency Contact Person in their file.
6) If a student or client is involved in an accident, pull file and contact the Emergency Contact Person. If Emergency Contact Person is unavailable, ask who to call and/or assist in getting the person to the hospital.
7) ave the witnessing Instructor or Team Lead fill out an Accident report. Anyone else involved will fill out an Incident report (EX. student who performed service, person who is injured, victim of theft, etc). Scan the completed forms in the drive (skinworks drive>employee resources>health & safety reports>202X> add folder titled "Affected Persons Name + Date of Incident") Email a copy of scanned forms to natalie@skinworks.edu. These forms can be found at Skinworks Drive>Employee Resources>Health & Safety Report, as well as on the Skinworks Employee Portal.
8) If applicable, take pictures of event and download the security footage. Upload the media into the Drive.

9) Post details of event in the Employee Slack Channel #healthsafety. Tag the Spa Lead and Natalie.

MODERATE INJURIES/ILLNESSES

Moderate injuries often involve initial first aid treatment followed by consultation with a medical professional. These types of injuries generally do not necessitate immediate dispatch of emergency responders. However, they often do require that someone assist the injured to provide immediate first aid and if requested by the injured contact their emergency contact to transport them to a medical facility for additional follow-up.

FOR MINOR INJURIES/ILLNESSES

1) Student involved in the incident, alert the instructor if they are not already involved. Instructor, follow the below steps.

2) Determine how severe the injury is. If the injury is caused from a medical modality and is above a 4 on a scale of 1-10, contact the Medical Director's office immediately. Schedule an appointment for the client to visit within 24 hours.

3) Take pictures with labels located in the picture including the date, treatment name, and client name. Download the security footage (if applicable). Upload the media into the Drive.

4) Client should be given a post-care treatment form and the process should be thoroughly explained to them to ensure they completely understand what to do/what not to do at home.

5) Client should be given the following phone numbers: School: (801) 530-0001 Natalie: (801) 414-7551 Tessa Linford: (801) 706-7710

6) If wound is above a 4 on a scale of 1-10 the client should be called 24hrs, 72hrs, and a week later by the Spa Lead to see how the skin is healing, if they have any questions, to make sure they still have the product necessary and are using it correctly. Make sure to document this on the client's chart and accident report.

7) Have the witnessing Instructor, Education Director, or Team Lead fill out an Accident report. Anyone else involved will fill out an Incident report (EX. student who performed service, person who is injured, victim of theft, etc). Scan the completed forms in the drive (skinworks drive>employee resources>health & safety reports>202X>add folder titled "Affected Persons Name + Date of Incident". Email a copy of scanned forms to natalie@skinworks.edu. These forms can be found at Skinworks Drive>Employee Resources>Health & Safety Report, as well as on the Skinworks Employee Portal.

8) Post details of event in the Employee Slack Channel #healthsafety. Tag the Spa Lead and Natalie.

9) Steps listed above apply to clients, students, and instructors if they are the one in the "client" role.

MINOR INJURIES/ILLNESSES

Minor injuries are those that do not present a serious health risk and are typically recognized as sufficiently treated using standard first aid supplies and techniques (e.g., minor cuts, scrapes, burns, bruises, sprains, etc.), and generally accomplished with self-help. First aid kits are available in the dispensary on the bottom shelf of the cabinet in North/East corner.

NEAR MISS/CLOSE CALL

A near miss is an incident where no property was damaged, and no personal injury or illness sustained, but where, given a slight shift in time or position, damage and/or injury/illness easily could have occurred. It can be

thought of as a "close call". Skinworks encourages reporting of near miss/close call incidents so that contributing factors can be identified and abated before they result in personal injury/illness or property damage.

EARTHQUAKE

Earthquake: All students in classrooms climb under their tables until covered. All others brace in doorways. Do not exit building, except in case of fire. Do not touch power lines or electrical outlets. Roll call after event.

FIRE PROCEDURE

1) If it's a small fire, use an extinguisher. If it's a large fire, EXIT the building through nearest exit and call 911! Meet across the street in the parking lot for roll call.

2) Fire extinguishers are located next to the exit door on the education side (south hallway), next to exit door by the sanitation room, in the hallway to pedicure stations in the spa (west side), and in both the back classroom and practical rooms by the exit doors.

3) Fire: find nearest exit, meet in parking lot across the street for roll call. Fire drills are done annually and at random.

FIRE EXTINGUISHER USAGE INSTRUCTIONS
IF MANAGEABLE, FIGHT FIRST

1) Ideally call 911 at the same time

EXTINGUSHER USAGE:

a) Remove extinguisher from the wall bracket.
b) Pull pin hard to break seal.
c) Stand 8-10 feet away from the fire.
d) Aim nozzle spray at base of the fire.
e) Discharge using a rapid sweeping motion.
f) Based upon container size, the unit will spray for 18-25 seconds total.

Note: Any unit with a broken seal should be serviced immediately.

ON-SITE VISUAL CHECKS:

- Official seal should be intact.
- Pin should be in place and held with a plastic tie.
- Meter should register in the charged green area.

Note: Meters are serviced annually, please see the maintenance schedule.

SEVERE SICKNESS

- Send student home. Clean the area they were in contact with.
- If necessary, call their Emergency Contact Person. If unavailable, ask the student who to call and/or assist in getting them to the hospital.

THEFT

1) Call the South Salt Lake Police Department to make a report at (801) 840-4000. Be sure to acquire a case number and the contact information for the dispatched officer. Include this information in the Accident and Incident report.

2) Take pictures of the scene and download the security footage (if applicable) as well. Upload the media into the Drive.
3) Have the witnessing Instructor, Education Director, or Team Lead fill out an Accident report. Anyone else involved will fill out an Incident report (EX. student who performed service, person who is injured, victim of theft, etc). Scan the completed forms in the drive titled "Affected Persons Name + Date of Incident". Email a copy of scanned forms to natalie@skinworks.edu. These forms can be found at Skinworks Drive>Employee Resources>Health & Safety Report, as well as on the Skinworks Employee Portal.
4) Post details of event in the Employee Slack Channel #healthsafety. Tag the Spa Lead and Natalie.

- Prevention is KEY!
- Cars should always be locked with valuables stored out of sight.
- Students and Staff are to walk to parking areas in groups. Never alone.
- Doors are always to be locked when a staff member is in the building alone, or at any time outside business hours.
- Emergency exits lock from the outside and are never to be propped open at any time, day or night. They should always be closed.
- Windows and doors will be manually locked and checked each evening.
- Student lockers are provided. Valuables should be kept locked in lockers when in the building. Valuables are not to be left unattended at any time.

INTRUDER OR BURGLARY PLAN

- Immediately evacuate the building through fire exits, avoiding the danger area and call 911.
- If you are an alarm code holder and have the opportunity, you can use your silent alarm code, which is one digit higher than your alarm code.

WEATHER OR OTHER COMMUNITY DISASTERS
EMERGENCY BROADCAST SYSTEM ALERTS:

- Follow State issued directions for area. Stay in building or exit to home as directed.

CONTAMINATION OR DISEASE ALERT

- Observe all CDC precautions and sanitation rules. In the case of an actual outbreak of serious disease within the school, follow the directions of Emergency personnel or local health department. This may include quarantine in the school, immediate evacuation of school after a written roll call, isolation of affected persons, decontamination of school by haz-mat team, and/or minor decontamination of school by staff using sanitary precautions.

UTILITIES EMERGENCY

- Gas: Evacuate immediately, leave doors and windows open and notify the gas company.
- Sewage: Evacuate immediately and alert emergency personnel.
- Electrical malfunctions: Halt all electrical activities, evacuate short term, and call Rocky Mountain Power at 1-877-508-5088 for further advice.
- Electrical outage: Call Rocky Mountain Power at 1-877-508-5088, wait for time estimate, dismiss class OR continue as able. Use your best judgement for dismissing class. Approval should come from a Lead or Director.
    - Front Desk: Keep hot spot charged, plug in monthly to ensure you have power if needed

- Call clients using Ring Central on cell phone or iPad
- Text clients through Textel on Meevo
- Next school day, Financial Aid to input power outage hours in Fame

SNOW DAY

- If 25% or more of students are late, tardies will be excused with approval from a Lead or Director.
- Dismissing class early based on current weather conditions with approval from a Lead or Director.
- If school is closed during students scheduled hours, financial aid office will update Fame to reflect the correct scheduled hours.

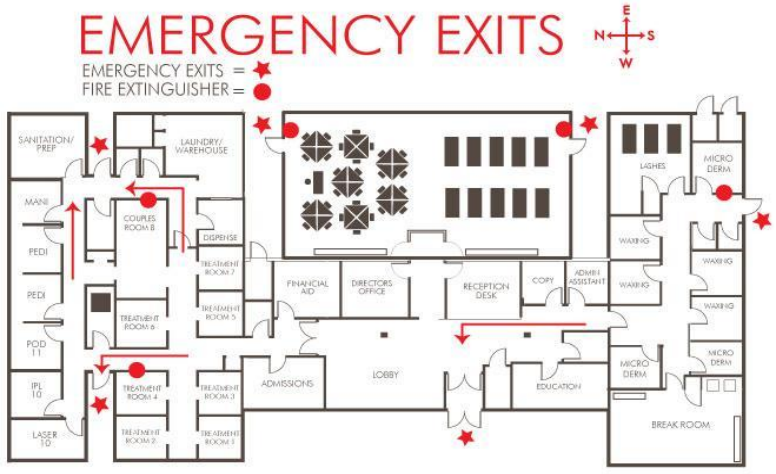
CAR ACCIDENTS/TRAFFIC INCIDENTS

- If 25% or more of students are late due to traffic around the school, then tardies will be excused with approval from a Lead or Director.

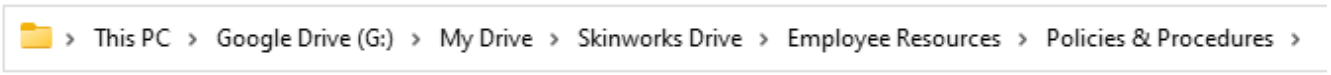
RESPONSIBILITY

The CAO/ School President is responsible for updating the Safety & Security Plan on an as needed basis.

EVACUATION - EMERGENCY EXITS



EVALUATION

This policy is available to staff, faculty, and students. It is presented to students and employees during their introductory period. Skinworks surveys the students & employees at least annually.

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