



POLICY

Category	
11-02 Safety Practices for AESD	
Approval	
LC Approved: 3/15/13	
Effective Date: 3/18/13	
Revised:	
Responsible Party: Executive Director for Advancement & Employer Services	

Policy Statement

1. General Policy

- A. This policy pertains to Staff Members, including employees and contractors, of the Advancement and Employer Services Division (AESD). Such Staff Members of AESD are required to comply with the Safety Standards and Practices of the College, which also includes compliance with applicable safety practices established in law, rules, and regulations.
- B. For purposes of safety, the location of instruction is categorized in two types:
 - 1) Instruction on property owned or under the control of a Client.
 - 2) Instruction on properly owned or under the control of WSU TECH.
- C. When working on a Client site, AESD Staff Members are required to become familiar with and comply with the applicable Safety Standards and Practices of the Client organization, including any practices concerning requesting emergency assistance.
- D. In the event that an apparent conflict arises between Safety Standards and Practices of the Client versus those of the College, the AESD Staff Member will promptly report the matter to their AESD supervisor or directly to the AESD Executive Director.

2. Unsafe Student Action

- A. Whenever an AESD Staff Member observes in their training program an unsafe practice by a student, the Staff Member will immediately correct the unsafe practice. In cases where the unsafe practice of the student is egregious, or evidently intentional, or repeated after prior correction, the AESD Staff Member will firmly and courteously notify the student that they will not continue in the class for that day and will instruct the student to leave the class immediately.

- B. Whenever the AESD Staff Member determines that assistance may be needed to insure that a student complies with the instruction to leave the class,
 - 1) If the class is on property of the Client, the AESD Staff Member is authorized to ask for assistance from the Client's training administration team and/or from any member of the AESD Administration Team.
 - 2) If the class is on property of WSU TECH, the AESD Staff Member is authorized to ask for assistance from their AESD Supervisor, from the WSU TECH Security Department, from any available member of the AESD Administration Team, and or from the WSU TECH Dean of Students.
- C. In all cases where a student has been instructed to leave a class, the AESD Staff Member will, as soon as practicable, inform their AESD supervisor or the AESD Executive Director.

3. Injuries:

- A. In the event of an injury, the AESD Staff Member is authorized and expected to render needed first aid when appropriate.
- B. If circumstance require, the AESD Staff Member is authorized to call for public Emergency Medical Services assistance when such assistance seems needed.
 - 1) If the class is on the property of a Client, the AESD Staff Member will also contact the Client's designated representative for training administration to report the injury. In some cases, the Client organization may also have a security department or an occupational health department that the AESD Staff Member will call based on the Client's prior instructions for responding to injuries. In all cases of training on Client property, it is the duty of the AESD Staff Member to become familiar with the Client's required protocol for obtaining emergency assistance.
 - 2) If the class is on the property of WSU TECH and if public Emergency Medical Services have been requested, the AESD Staff Member will also call the AESD Security Department.
- C. As soon as practicable under the circumstances, and regardless of the nature or the extent of the injury, the AESD Staff Member will:
 - 1) Call their AESD supervisor or the AESD Executive Director.

- 2) Complete applicable Accident and Incident Reports and submit them within the time frames required by College policy, normally within 24 clock hours of the event giving rise to the injury.