



**AMERICAN MEDICAL INSTITUTE INC.**  
BUILDING TOMORROW'S LEADERS TODAY.  
6902 Cook Rd. Houston TX 77072

## **AMERICAN MEDICAL INSTITUTE INC.'S HEALTH AND SAFETY PLAN (UPDATED REVISION: 12/12/2021)**

**Plan for the Health and Safety of Employees, Students and Guests in Cases of Sickness, Accidents, or Emergency Healthcare Needs.**

### **Purpose:**

This plan has been adopted for the safety and health of employees, students, and guests in case of sickness, accidents, or emergency healthcare needs on campus. The Safety Committee is responsible for this plan.

### **Objective:**

To assure appropriate caring intervention is provided for employees, students, and guests' health, safety, and illness needs on campus.

### **Policy/Procedure**

In the event of an accident, staff will obtain assistance from medically trained persons to assess the situation. Incident reports will be completed. If a student refuses assistance, an **incident report** is provided for documentation that a student **refused** medical assistance.

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Student/guest will be referred to their personal physician or 911 call based on degree of severity. The Main Office is to be notified of the incident, who, in turn will notify the Director.

1. Safety will always be a primary objective.
2. Administration will ensure employees have required safety resources.
3. Safety Committee will evaluate the Health and Safety Checklist, which includes: regulatory requirements, incident reports, health and Safety plan, student evaluations annually to ensure that current needs and practices are up-to-date.
4. Instructors will oversee safety instruction and enforcement in the classroom.
5. Instructors will provide written documentation to student stating requirements for the use of personal protective equipment, apparatus, and other equipment in the classroom.
6. Instructors will inspect materials and equipment regularly to ensure quality and safety meet manufacturer, OSHA, and State of Texas standards pertaining to specialized materials, equipment and their intended use.
7. Unsafe equipment or materials will be promptly removed, reported, repaired or replaced as needed.
8. At least one first aid kit and AED will be located in the facility.
9. Instructors will provide information of the location of the first aid kit and safety resources.
10. Emergency Guidelines will be provided to employees to provide procedures for basic emergency response.
11. The safety Committee reviews the Health and Safety Plan at least annually.

### **Evaluation:**

Incident reports are reviewed and summarized annually. Safety Committee evaluates for trends. Health and Safety Policy and Procedures are reviewed annually by the Advisory Board Council. A suggestion box is placed at Main office for employees, students, and guest to make comments or suggestions. The director reviews health and safety issues and reports findings to all staff at annual meetings.

## **Feedback:**

AMI Inc. appreciates and utilizes input from students, guests, and employees. Safety Committee reviews summaries of evaluations and reviews/revises plans, policies and procedure as warranted. Employee policy and procedure books are continually updated as it is considered a work in progress.

## **SAFETY AND EVACUATION POLICY BASIC REQUIREMENTS FOR A SAFE WORKPLACE.**

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
4. Protection during application: Follow directions, wear gloves and/or goggles as directed.
5. Proper Use of First Aid: Keep first aid kit available at front desk.
6. Fire Safety: Post and review evacuation procedure during student orientation.
7. In the event of fire:
  - a) Contact fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire).
  - b) Evacuate premises by following the planned procedure for the facility.
  - c) Plan alternate exits for use in the event regular route is blocked by the fire.
  - d) Service extinguishers at least annually.
8. Use extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
  - a) Pull the pin.
  - b.) Aim the nozzle.
  - c.) Squeeze the handle.
  - d.) Sweep from side to side at base until fire goes out.
9. Recommendations Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
  - a.) Everyone is leaving the premises and fire department has been called.
  - b.) The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)

- c.) You can fight the fire with your back to an escape route.
- d.) Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- e.) You know how to operate the extinguisher.