

Health and Safety Plan

Summit Academy

Summit Academy is committed to providing a healthy and safe environment for its students, staff members, and other working partners

To ensure their health and safety, all schools within Summit Academy will subscribe to the following standards:

1. Conduct an annual comprehensive inspection of the building facilities
2. Conduct self inspections twice a year on each shift
3. Develop and implement emergency procedures for:
 - a. fires
 - b. bomb threats
 - c. natural disasters
 - d. utility failures
 - e. medical emergencies
 - f. safety during other violent or threatening situations
4. Develop and implement procedures for evacuation, found in the Emergency Preparedness Plan
5. Conduct yearly tests of emergency procedures
6. Incorporate results of emergency preparedness and evacuation procedures into performance improvement/quality assurance activities
7. Provide information and training designed to reduce physical risks to students and staff members
8. Complete orientation including health & safety information for all clients, within 24 hours of enrollment
9. Contact guardians to provide health & safety information, as necessary
10. Conduct initial and annual competency based training for staff and on-site consultants on topics such as overall health & safety practices, identification of unsafe environmental factors, emergency procedures, evacuation procedures, identification & reporting of critical and unusual incidents, medication management, reduction of physical risk, and infection control planning including usage of universal precautions.
11. Provide immediate access to first aid expertise, equipment and supplies
12. Provide immediate access to emergency information on students and staff members
13. Develop and implement policies and procedures regarding critical incidents, including the availability of debriefings after emergency situations and annual analysis of all critical incidents.
14. Ensure completion of mandated reporter training for all staff and on-site contractors.
15. Develop and implement an infection control plan, approved by the nursing staff and medical director
16. Implement a safe transportation system, including:
 - a. compliance with all federal, state, county, and city requirements
 - b. appropriate licensing of all drivers
 - c. review of driving records of all drivers on an ongoing basis;
 - d. insurance requirements for vehicles and personnel;
 - e. safety features in vehicles
 - f. safety equipment;
 - g. accessibility;

- h. training of drivers in the organization's transportation requirements;
 - i. written emergency procedures;
 - j. communication devices;
 - k. road warning/hazard equipment;
 - l. first aid supplies;
 - m. maintenance of vehicles owned or operated by the organization according to the manufacturers' recommendation
17. complete review by a fire authority every two years
 18. Ensure appropriate equipment and training related to fire detection, warning of fire hazards, and suppression of fires.
 19. Develop and implement written procedures that provide for safe handling, storage, and disposal of hazardous materials
 20. Develop and implement policies and procedures that address the handling of items brought into the schools by students or staff, including: illicit drugs; licit drugs, and weapons.
 21. Implementation of policies regarding the use of tobacco products within the schools and vehicles
 22. Installation of secured first aid supplies and secured fire suppression equipment in vehicles that provide transportation to students.
 23. In order to comply with Worker's Compensation Insurance requirements, Summit Academy will attempt to reduce injuries from physical altercations through crisis intervention training for employees. Summit Academy will attempt to reduce vehicle accidents by conducting transportation training for employees upon hire and post incident as needed. Summit Academy also has a workplace safety committee, which reviews all incidents on a monthly basis to identify and rectify any safety related concerns..

The Health and Safety team will be responsible for ensuring implementation of the Health and Safety Plan. The Operations Manager is the leader of the Health and Safety team. Any staff member may be asked to participate and feedback throughout the year is encouraged. The team members are:

Sal Costanzo
Harry Stasik
Jeff Bachar
Marge Paglia
Guy DePaulo
Colleen Urish
Katie Isacco
Scott Bartos
Chris Graczyk
Cindy Boyce
Lauren Birsic
Jeff Ketterer
Chris Sackett

Gina Samosky
Rindi Zihmer
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CARF
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