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*Policy Name: HEALTH AND SAFETY POLICY AND PROCEDURE*

*Policy Owner: Director*

*Policy Code: 129*

*Policy Effective Date: December 23, 2022*

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## 1022.1- HEALTH AND SAFETY POLICY AND PROCEDURE

The health and safety of all faculty, staff, students and visitors shall be a principal consideration in the planning and conduct of all school activities and programs, and in the design, construction, modification, or renovation of all school buildings and facilities.

This broad policy requires that health and safety regulations of Federal, State and local authorities, appropriate consensus standards of recognized organizations, and school specific policies are met.

### 1022.2 – Reason

Montana Barber Institute is committed to providing a safe and healthful environment for all activities under the jurisdiction of the school. Accordingly, the school has developed this health and safety policy, with guidance from Texas Department of Licensing and Regulation, to outline responsibilities and establish the framework of compliance with all applicable Federal, State, and local regulations. Compliance with this policy is mandatory.

### 1022.3 – APPLIES TO

This policy applies to all faculty, staff, students, and all visitors of Montana Barber Institute and can be found in the employee handbook and school website.

### 1022.4 – RESPONSIBILITIES

Health and Safety is the responsibility of each person at Montana Barber Institute. Everyone is expected to comply with health and safety regulations and the Institute policies, programs, and procedures; perform work in a safe and sensible manner and to act to ensure the health and safety of self, coworkers, fellow students, and all visitors at the Institute.

Faculty and staff are responsible to ensure that compliant work controls and procedures consistent with Federal, State and local regulations and Institute policies are implemented to provide for the protection of all personnel and to safeguard the environment. Faculty and staff shall respond in a timely manner to address safety complaints, accidents, non-compliances and mitigate potentially unsafe conditions; they are also responsible for identifying hazards in the work environment along with required controls and using the Workforce Hazard Assessment (WHA) form. The WHA must be kept current and reviewed regularly and the Accident Form will be filled out and filed as well.

An Emergency Contact List (ECL) is provided to all students, faculty, and staff. This list is on the school website, Employee handbook and Student catalog and stays updated by the Administration department to ensure the timely and effective communication of information to assigned contacts within MBI. This policy is evaluated / revised annually with appropriate input from employees and students.