

**Policy Name: Health and Safety**

**PROCEDURE / REQUIREMENTS:**

1. Instructors are responsible for the safety of students during training sessions.
2. Instructors should set a good example by observing all safety rules and wearing appropriate protective equipment.
3. Be alert for unsafe conditions; observe what students are doing, and take effective corrective action promptly.
4. Instructors must assure that students wear appropriate protective equipment.
5. Make sure there is sufficient space for each person to work safely.
6. Make sure lighting is adequate to work safely.
7. Make sure all equipment is in good condition and working properly.
8. When working with needles dispose of properly in approved containers.
9. Point out exits before class begins.
10. In the event of an incident contact the PST Coor. ASAP
11. Fill out the PST Incident Report and forward to PST Coor.