

Policy	
Health and Safety Policy	
1. Policy Statement	SAE is committed to promoting a safe and healthy facility and working environment for all administration, faculty, staff, contractors, students, and visitors. The Institute has established and maintains safe working practices through proper procedures and direction guided by the “Workers’ Compensation Act” and “WorkSafe BC Regulations”
2. Purpose	To ensure that students and staff know how to proceed in the event of any type of emergency, evacuation plans and muster points are reviewed with all new students during orientation and evacuation routes are posted on each floor.
3. Scope	This policy applies to students and staff of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver. “Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.
4. Associated Policies & Procedures	<ul style="list-style-type: none"> • N/A
5. Associated Documents	<ul style="list-style-type: none"> • Workers’ Compensation Act • WorkSafe BC Regulations
6. Policy	<p>6.1 Compliance SAE receives a full inspection by the North Vancouver Fire Department on a yearly basis and is currently compliant with all regulations. The entire facility has a full sprinkler and fire alarm system, as well as certified foam extinguishers on site.</p> <p>6.2 First Aid There are two full first aid kits in both classrooms, as well as in the office.</p>

Administrative Information & Version Control

Date	Summary of Changes	Approved by
01/02/2017	Initial Version	
30/05/2019	Revised for new format	L.McMillan. Dean.