

A decorative graphic on the right side of the page features three overlapping circles of varying sizes, each composed of concentric blue rings. Two thin blue lines intersect at the top right, forming a large 'V' shape that frames the circles.

## *Health and Safety Plan*

This Health and Safety Plan of **RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE AND NAILS, LLC** is intended to enforce our commitment to the health and safety of its students, staff, and guests. It provides detailed instructions for assistance in their individual efforts to conduct the institution in a safe and healthy manner consistent with current law, rule, and technology.

**PLAN FOR HEALTH AND SAFETY  
OF  
RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE AND NAILS, LLC**

**INTRODUCTION:**

This Health and Safety Plan of **RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE AND NAILS, LLC** is intended to enforce our commitment to the health and safety of its students, staff, and guests.

The **RIVERTOWN SCHOOL OF BEAUTY, BARBER, SKIN CARE AND NAILS, LLC**'s Health and Safety Plan provides detailed instructions for assistance in their individual efforts to conduct the institution in a safe and healthy manner consistent with current law, rule, and technology.

**COMMITMENT:**

The long-term business of the institution depends on its ability to continuously improve its services while protecting its students, staff, and guests. To achieve this objective, the institution has implemented a Health and Safety Plan in equal importance to all other functions of the institution. The Owner and School Director are responsible for the administration and implementation of this plan to include, but not limited to:

- a. Review plan yearly for updates or revisions that may be needed
- b. Review the Health and Safety Workplace Checklist to aid in compliance and the plan's currency
- c. Review the incident reports that are collected throughout the year

**MISSION AND GOAL STATEMENT:**

"The mission of this Plan is to educate and to adopt policies, practices and procedures that prevent and relieve human and economic losses arising from accidental causes and adverse occupational health exposures."

**The following Goals are the desired result of the implementation of an effective Health and Safety system:**

- Effective involvement of every individual which will aid in the elimination of all hazards that will create unreasonable risks of any nature resulting in injury or illness or damage to property.
- Increased awareness of the overall safe systems of working.
- An increase in the morale from knowing that their school environment is maintained as free, as is reasonably practical, from all recognized hazards.

**The following Objectives will be instrumental in achieving the goals, which have been set:**

- An effective Health & Safety system with a commitment for continued support from the institution. This is achievable by effective orientation and training.
- Assigned responsibilities and accountability of the necessary resources to the Health and

Safety system, resulting in established lines of communication involving the institution, staff, students, and guests at all levels.

- Empowerment of the institution to stop when the conditions are unsafe.

## 1. ACCIDENT INVESTIGATION

Rivertown School of Beauty, Barber, Skin Care and Nails, LLC will investigate all injuries, illnesses and near misses to determine the root cause and corrective measures needed to prevent future accidents of this nature.

### ACCIDENT POLICY

1. The rules and regulations that apply to proper sanitation, as well as the dress code are in place to aid in preventing as many accidents as possible.
2. We are a fluid business, so safety for all is necessary.
3. Rivertown School of Beauty, Barber, Skin Care & Nails is not responsible for any accidents.
4. We do not carry insurance on students for personal injuries.
5. Should you desire personal coverage, while attending school, please contact your personal insurance agent.
6. We assume NO responsibility or liability for any medical costs for any accidents while you are in attendance.

### INCIDENT REPORT POLICY

1. Every effort should be made to prevent any incidents in the building.
2. Students are encouraged to report any dangerous and/or hazardous situations immediately.
3. It is our desire to provide a safe environment for all that enter this building.
4. If any incidents should take place in the building amongst students or clients, an instructor or staff member should be notified immediately.
5. An incident report will be completed and placed on file.
6. The Owner and School Director will review each incident report that occurred

All employees are required to report any accident of any injury, illness or near miss to their supervisors. Supervisors or management personnel will ask enough of the required questions to accurately fill out the institution's incident report form. The form will then be reviewed to determine what can be done to prevent a similar incident.

## 2. Emergency Evacuation Plan

### **Reporting fire:**

- **First - CALL 911 (3625 MANCHESTER EXPY)**
- Notify of the fire or hazard and location
- Immediately evacuate the institution following procedure set forth
  - School Director, Assistant School Director, and/or Instructors will give continuous blasts of altering whistle or blow horn sounds. (located at the front desks)
  - All personnel and students will proceed to fire exits or front door.
  - Instructors will ensure that all of their students are out of the building by head count. Take roll attendance book outside to complete head count.
  - Assemble at the designated assembly point (not in the path of emergency responding vehicles)
    - Assembly point(s): **MAILBOX, FRONT OF BUILDING and STUDENT PARKING LOT**
  - No one is required to use a fire extinguisher or stay behind.

- Take a head count

### **Hurricane Warning:**

- A weather warning (i.e.tornado, hurricane, etc.) will be announced throughout the school.
- Immediately take cover inside the institution.
- Staff, students and clients will quickly proceed to the following areas.
  - Esthetics, Nails, and Cosmetology to the back Cosmetology classroom
  - Barber Staff, students and clients proceed to the Barber Classroom and inner hallway right outside of classroom

### **Armed Robbery or Threatening Invader:**

- Receptionist/Instructor and students will try to remain calm and do as directed. No action shall be taken to place herself/himself, student, staff, or clients in a position of danger.

## **3. EMERGENCY SCHOOL CLOSURE POLICY**

- In the event of the schools needing to be closed due to an emergency, i.e. tornado, flooding, fire, snow, death, etc., the school will publicize on WTVM, Channel 54, facebook page along with several radio stations for closure giving students and customers full information for reopening dates.

## **4. EMERGENCY RESPONSE**

- The following procedure will be used to notify students and staff of a dangerous situation on the school campus.
  - **Code 1** A lock down situation. Students and staff are to remain calm and not leave the classrooms and/or clinic floors.
  - **Code 2** Indicates the need to evacuate the classrooms and clinic floors immediately and exit through a back exit only.
  - **Code 3** Indicates the need to evacuate the classrooms and clinic floors immediately and exit through the front entrance/exit only.
  - **Code 4** Indicates a dangerous situation outside the campus (such as a gas leak). No one is allowed to leave the building.
- The instructor will make sure all students follow instructions.
- Any director, instructor, or senior staff member can initiate the alert.
- The Director or senior staff member in authority will notify the police who will notify the neighboring community of the impending danger.

## **5. PHYSICAL DEMANDS**

- The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:
  - Standing – is a large part of these professions; may cause varicose veins in years to come;
  - Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
  - Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.
  - Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.

- Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

## 6. SAFETY REQUIREMENTS

- Safety requirements are taught in depth on a daily basis, not only on a personal hygienic level, but also as to the laws that govern this profession.
- You will find yourself aware of safety, not only for yourself, but also for your clientele.
- The following procedures will be part of your education and will be emphasized in your orientation.
  - Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.
  - The rubber gloves will be used while handling chemicals, etc...
  - Loose hair on the floor is unsanitary and could cause slipping.
  - Containers must be properly labeled and closed.
  - Improperly dressed – can cause damage to clothing.

## 7. SANITATION

- This is a very crucial part of the curriculum that some do not take as seriously as needed.
- Safety and sanitation can make or break an individual in this business.
- Each student is required to maintain their work area. Work stations should be properly disinfected before, during, and after each and every service provided to clients, as well as mannequins.
- Any spillage from any type of liquid, trash, or debris is to be cleaned up immediately.
- Hair and/or other items cannot be left on the floor, as it is unsanitary and dangerous to you and all other people that may come in contact with it.
- After completing a haircut (on a mannequin or client), the hair must be swept up and properly disposed of in a covered waste receptacle immediately BEFORE proceeding with the next step of the service.
- You will also be designated an extra duty to complete at the end of the day to ensure that our “School Salon and Spa” is in great working order at all times in addition to disinfecting your workstation (countertop, mirror, chair, base of chair, floor under countertop, station drawers, mat in front of station, aisle, manicure/pedicure table/tub and chairs, treatment rooms, etc.).
- All equipment is to be left neat and systematically set up and the end of the day.
- If chairs must be moved, you must get an instructor’s permission beforehand. When moving them, you must lower the chair and lock the pump. You then must move the chair using the locked pump, so that the hydraulic pump is not destroyed in the process. Chairs etc. are not to be pulled across the clinic floor. Please get someone to assist you in picking the object up to move it.
- All tools, implements, supplies, etc. will be returned to the lab or instructor’s office to be put in its proper place immediately after use.
- Refer to your instructor to find out what your daily sanitation contribution is.
- Penalties for poor sanitation will be reflected in monthly evaluations and practical grades, possible write-ups and/or suspension.
- End of day sign-offs will not be given until all of these requirements have been completed satisfactorily.

## 8. PROPER DISPOSAL OF PRODUCTS

- Proper disposal of all chemicals is essential in this industry.

- All products should be disposed of properly to be in compliance with State Board rules and regulations, as well as OSHA.
- All products that have been contaminated (come in contact with any pathogens) cannot be used again and must be discarded properly.
- Products strictly for mannequin use can be saved for use on another day.
- Please keep in mind that minimal use of all products is crucial to keep product costs as low as possible. (The less money is spent on products, the more money can be spent for other useful teaching tools).
- Please be advised by your Instructor as to how to properly discard of products.

## 9. PREGNANCY & CHILD BIRTH POLICY

- Rivertown School of Beauty, Barber, Skin Care & Nails is committed to the equal treatment of all students, regardless of their pregnancy or parenting status. As a recipient of federal financial assistance Title IX of the Education Amendments of 1972, Rivertown School of Beauty, Barber, Skin Care & Nails is prohibited from discrimination on the basis of sex. Prohibited sex discrimination covers discrimination against pregnancy, childbirth, and false pregnancy, termination of pregnancy or recovery from any of these conditions and for any reason related to parental status. Inquiries concerning the application of Title IX should be referred to Jennifer Jones – School Owner; or Linda Barton – School Director at 3625 Manchester Expy Columbus, GA 31904; 706/653-6561; [jjones@rivertownschoolofbeauty.com](mailto:jjones@rivertownschoolofbeauty.com) or [lbarton@rivertownschoolofbeauty.com](mailto:lbarton@rivertownschoolofbeauty.com).

## 10. DISABILITY AND STUDENT ACCOMMODATIONS POLICY

- The Institution has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. Appropriate documentation is required by a written report prepared by an appropriate licensed professional that clearly diagnoses a disability and/or records showing the history of the disability. The student with a disability who requires accommodations must initiate the request for services with the School Director. Students are encouraged to establish documentation at least two weeks prior to the first day of the program. Rivertown School of Beauty, Barber, Skin Care & Nails is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on the Institution

## 11. ANTI SEXUAL HARASSMENT POLICY

- Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. When a student sexually harasses another student, the harassing conduct may create a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the school's program. Rivertown School of Beauty, Barber, Skin Care & Nails is committed to providing all students with an educational environment free from discrimination. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape,

sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. Inquiries concerning the application of Title IX should be referred to Jennifer Jones – School Owner; or Linda Barton – School Director at 3625 Manchester Expressway Columbus,GA 31904; 706/653-6561; [jjones@rivertownschoolofbeauty.com](mailto:jjones@rivertownschoolofbeauty.com) or [lbarton@rivertownschoolofbeauty.com](mailto:lbarton@rivertownschoolofbeauty.com).

## 12. STUDENT COMPLAINT/GRIEVANCE POLICY

- Where a complaint involves allegations of sexual assault, criminal investigation by a law enforcement agency will not relieve Rivertown School of Beauty, Barber, Skin Care & Nails of its duty under Title IX to investigate and resolve complaints promptly and equitably. In cases of sexual assault, a complainant has the right to file a criminal complaint with a local law enforcement agency. Nothing in these policies is intended to discourage a complainant from filing a criminal complaint.
- Rivertown School of Beauty, Barber, Skin Care & Nails takes allegations of discrimination or harassment seriously. All complaints of harassment will be investigated seriously. All students will cooperate fully with any investigation regarding such allegations. Any student who makes a false allegation of harassment, or who fails to honestly participate in the investigation of a complaint will be subject to disciplinary action. .
- Rivertown School of Beauty, Barber, Skin Care & Nails is aware that complaints of sexual harassment or violence may be followed by retaliation by the alleged perpetrator or his or her associates. Rivertown School of Beauty, Barber, Skin Care & Nails prohibits and will not tolerate any intimidation, retaliation, coercion, interference or discrimination against a student for reporting harassment, for filing a complaint of harassment or for assisting in any investigation of a harassment claim.
  - If you believe you are being harassed by a fellow student (OR AN INSTRUCTOR), you should immediately report the conduct to THE OWNER or THE DIRECTOR.
  - Prompt reporting of the incident or activity is imperative to the prompt and equitable resolution of sex discrimination complaints.
  - Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/ school director.
  - The complaint must outline the allegation or nature of the complaint.
  - A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant.
  - If the complaint cannot be resolved it will be referred to the school's Governing Board.
  - The school's governing Board's three members are selected and made from the following categories: school owner, director, instructor, financial aid administrator, or member of the public interest.
  - The Governing Board will meet with in 21 calendar days of the school receiving the complaint to review the allegations.

- If the governing board after reviewing the allegation needs more information a letter will be written to outline the additional information needed.
- If the additional information is not received by the committees within 15 calendar days, the committee can take any action to include dismissing of the complaint.
- If no further information is needed, the governing board should act on the allegation and a letter be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
- All complaints will be promptly and thoroughly be investigated and disciplinary action will be taken where appropriate.
- Although the time for completing an investigation depends on the nature of the complaint, a typical investigation may be concluded by Rivertown School of Beauty, Barber, Skin Care & Nails approximately 60 calendar days following receipt of the complaint.
- Resolution of some types of sexual harassment complaints may include voluntary informal mechanisms, such as mediation.
- In cases where an informal process is used, complainants have the right to end the informal process at any time and begin the formal stage of the complaint process.
  1. In no case will mediation be used to resolve complaints of sexual assault. It is your right and responsibility to bring such matters to the Owner and/or Director's attention.
  2. Any such reporting will be held by Rivertown School of Beauty, Barber, Skin Care & Nails' in confidence, until the investigation is carried out.
  3. Rivertown School of Beauty, Barber, Skin Care & Nails will provide an adequate, reliable and impartial investigation of the complaint, including the opportunity for both parties to present witnesses and other evidence.
  4. Rivertown School of Beauty, Barber, Skin Care & Nails will use a "preponderance of the evidence" standard in investigating allegations of sexual harassment or violence.
  5. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
  6. Rivertown School of Beauty, Barber, Skin Care & Nails will maintain written documentation of all proceedings, including written findings of fact, transcripts or audio recordings.
  7. The complainant may contact the following agencies if the complainant wishes to pursue the complaint any further:

**Council on Occupational Education (COE)**

7840 Roswell Road  
 Building 300, Suite 325  
 Atlanta, GA 30350  
 Phone: 800-917-2081  
 Fax: 770-396-3790

**Georgia Professional Licensing Boards**

237 Coliseum Drive  
 Macon, Georgia 31217-3858  
 Phone: 478-207-1430

**13. DRUG POLICY**

1. Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Rivertown School of Beauty, Barber, Skin Care & Nails requires of students.
2. Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the



school or participating in any institutional activity. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

3. Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.
4. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted.
5. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.
6. Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and co-ordination.
7. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction-Information and Treatment.
8. There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

• DISCIPLINARY SANCTIONS

Rivertown School of Beauty, Barber, Skin Care & Nails will impose disciplinary sanctions for any violations of drug abuse as follows:

- Rivertown School of Beauty, Barber Skin Care and Nails' reserves the right to drug test any student at random.
- Any suspicion of alcohol, substance and/or drug use and/or abuse, and/or distribution of any type (pills, prescription drugs, Meth, X, Marijuana, etc.) will be immediately addressed and may include one of the following:
  - a.) the expulsion or termination of enrollment/employment.
  - b.) the completion of an appropriate rehabilitation program.

**14. WEAPONS POLICY**

1. Rivertown School of Beauty, Barber, Skin Care & Nails ("RSOB") is taking many steps to work toward our mission of providing a safe and secure environment for the entire campus community. As a part of this mission we promote safety on campus by enforcing the Georgia weapons on [School Safety Zones](#) laws as found on [O.C.G.A. 16-11-127.1](#).
2. Employees/Students are prohibited from carrying a handgun, firearm, or dangerous weapon of any kind onto the premises, whether or not the person is licensed or permitted to carry the weapon. Possession of a weapon of any kind on Rivertown School of Beauty, Barber, Skin Care & Nails property is grounds for immediate termination and expulsion from the school.
3. Rivertown School of Beauty, Barber, Skin Care & Nails is designated as a school safety zone. To safeguard the property of the company, and the property and safety of its employees, students and customers, Rivertown School of Beauty, Barber, Skin Care & Nails reserves the right to question employees/students and all other persons entering and leaving the premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, vehicles or any other possessions, belongings, or articles located within the school premises, including the parking lot.
4. In addition, Rivertown School of Beauty, Barber, Skin Care & Nails reserves the right to search any employee's/student's classroom office, furniture, desk, drawers, files, locker,

vehicle, or any other area or article on the company's premises. All offices, furniture, desks, drawers, files, lockers, and similar items are the property of the company and may be used by employees only in connection with their work for Rivertown School of Beauty, Barber, Skin Care & Nails. Inspections may be conducted at any time at the discretion of the company

5. Weapons come in many forms, and simply possessing one these objects can be considered a violation of the law. Unless an exception is expressly granted in [O.C.G.A 16-11-127.1](#), the following items are prohibited on campus:
  - Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other such homemade devices)
  - Knife having a blade of two or more inches
  - Straight-edge razor or razor blade (other than implements required by the State of Georgia Board of Cosmetology/Barber)
  - Spring stick
  - Bat, club, or other bludgeon-type weapon
  - Nun chahka, nun chuck, nunchaku, shuriken
  - Throwing star or oriental dart
  - Stun gun, taser or Mace
6. Please remember that these are only a few examples of weapons that can be considered illegal on campus. For the complete list see [OCGA 16-11-127.1](#).
7. If you know of anyone who is in violation of this law while on campus please let the Columbus Police Department know immediately.

## 15. POLICE PROTECTION POLICY

- Law enforcement on and around the campus is provided by the Columbus Police Department. Should a situation arise where the presence is required on campus, the school management should be informed of the situation first and then summon the police assistance using the emergency number 911.

Employees performing rescue or medical duties; and employees who need more information about the plan or an explanation of their duties under the plan can contact **Jennifer Jones, Owner (706) 566-4686** or **Linda Barton, School Director (706) 566-6421**.

### Additional Emergency Numbers

<b>Police:</b>	<b>911</b>
<b>Electric Power Company:</b>	<b>(888) 891-0938</b>
<b>Gas Company:</b>	<b>(334) 298-3800</b>
<b>Water/Sewer:</b>	<b>(706) 649-3400</b>

## 16. Annual Review

The Owner and School Director will review the institution's policies, programs, and procedures annually through means of meetings with faculty and staff. This review will determine if any changes in the environment, assigned responsibilities or tasks warrant a change to any of the policies, program and/or procedures.

