

NUMBER: 537

SUBJECT: HEALTH AND SAFETY PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 1 OF 3

537.1 — PLAN

The College takes reasonable precautions to ensure the safety and health of employees, students and guests; facilities; equipment; and other property. The College accepts the responsibility for leadership in safety and health issues, for effectiveness and improvement, and for providing the necessary safeguards to ensure a safe and healthy environment for employees, students and guests.

The College subscribes to recognized standards for health, safety, and fire protection. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

The College shall maintain the right to require physical examinations and testing of employees when questions of health and safety arise which are directly job related. Examinations and diagnostic tests required by the College will be at no expense to the employee.

537.2 — PROCEDURES

537.2.1 — COLLEGE PROGRAMS

The College develops and implements safe programs consistent with the best practices for activities and institutions of this type through the Risk Management Committee in conjunction with the advice and recommendations of State Risk Management. All programs strive to continuously reduce risks to employees, students, and guests, and to improve the prevention of illnesses and injuries. To accomplish these tasks, the College shall require the full cooperation of all employees, students, and guests.

537.2.2 — ILLNESS, ACCIDENT, EMERGENCY

Emergency Response Booklets are available near telephones or in classrooms throughout the building with steps for non-critical and critical injuries/illnesses.

Employees, students and guests have primary responsibility for their own personal safety and health. In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment. Employees are required to immediately report any work-related accident, injury, or illness to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete required forms for any and all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident. The College uses four communication forms: Critical Incident Form, Critical Incident Student Letter, Student Accident Form, and a Blood and Other Potentially Infectious Materials Exposure Form (OPIM).

If the incident involves a student, a Critical Incident Student Letter is given to the student detailing instructions should the student need financial assistance.

For an incident involving bodily fluids or dirty needle sticks, a Blood and Other Potentially Infectious Materials Exposure Form (OPIM) is completed.

All reported incidents are critically reviewed by the Critical Incident Review Committee for injury trends and/or associated methods for injury reduction. Suggestions for Health and Safety Plan improvement are forwarded from this committee to the Risk Management Committee.

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PAGE 2 OF 3

537.2.3 — FOOD SERVICE PERSONNEL

Employees within the Food Services Departments are required to obtain a food handler's permit from the Bear River Health Department within 14 days of entering or engaging in the manufacturing, preparation, or handling of food or drink. This permit must be renewed every three (3) years from the date of issue.

537.2.4 — PLANT OPERATIONS

Applicants, who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, may be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Driver License (CDL), if necessary, as a condition of employment.

537.2.5 — HAZARDOUS AREAS

The Occupational Safety and Health Administration (OSHA) was established in 1972 to protect people's health and safety while at work. Standards are split into various categories of work, including construction, general industry. Since a state-run OSHA program covers the College, there are additional regulations above and beyond the federal OSHA rules. These regulations may be found at the Utah Labor Commission's Web site. The purpose of all these standards is to provide the minimum requirements for the workplace that will provide a reasonably safe and healthy work environment. Our goal is to work with employees and students to ensure they have a healthy and safe work environment that allows them to perform their work and do so in compliance with the applicable safety and health regulations.

537.2.6 — WORKPLACE VIOLENCE

Threats or acts of violence, bodily harm, or physical intimidation by employees, students, or visitors will not be tolerated and may be grounds for immediate dismissal or removal (either temporary or permanent) from the premises. When this type of behavior is exhibited, the College reserves the right to request an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals outside the College will not be tolerated.

537.2.7 — REPORTING/INVESTIGATING PROCEDURE

Employees are required to immediately report any work-related accident, injury, or illness to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete required forms for any and all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident.

Any potentially dangerous situations must be reported immediately to the College President, any Vice President, any department head, or the Payroll/Controller's office. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. College personnel will actively intervene at any indication of a possibly hostile or violent situation

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PAGE 3 OF 3

537.2.8 — FACULTY, STAFF, AND STUDENT HEALTH CLINIC

Because of the short-term nature of the training at the College, student health insurance and clinic are not available. Students are referred to local hospitals, clinics, and health care providers.

537.2.9 — SELF-INSURANCE

It is the intent of Bridgerland Technical College (BTECH) to see that the students attending classes at the College have limited medical coverage in case of school-related accidents. The College administers a self-insurance plan, which provides limited coverage for students who have completed registration procedures with the Student Services Office.

This coverage is designed to provide a limited accident insurance supplemental benefit for school-related accidents that supplements the student's own medical insurance coverage. In cases where the student or student's family does not have coverage, this plan will cover reasonable medical expenses up to \$1,000 per incident. If the student is already covered by another plan, the plan will cover the amount of disallowed charges and/or the deductible from the student's other coverage up to \$1,000 per incident.

537.3 — RESPONSIBILITY

537.3.1 — SUPERVISORS AND DEPARTMENT HEADS

Supervisors and department heads are responsible for being continuously cognizant of the health and safety needs of their employees and initiate necessary prevention measures to control safety hazards associated with activities under their direction.

537.3.2 — RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible for monitoring working conditions, evaluating potential health hazards, and investigating accidents and injuries, in conjunction with State Risk Management.

537.3.3 — CRITICAL INCIDENT COMMITTEE

The Critical Incident Committee is responsible annually reviews all accidents and provides an in depth analysis of all incident occurring at the College.