

## Employees, Students, and Guests - Health and Safety Plan

The Southeastern Technical Institute makes every attempt to provide a healthy and safe school environment. The Health and Safety Plan will provide steps to prevent illnesses, injuries and accidents, and methods for reporting and investigating illnesses, injuries, and accidents if they are to occur.

### 1. Health and Safety Prevention:

- a. A Safety Team is designated each year. The Safety Team is comprised of Administrators, Faculty, and students. The safety team meets on a regular basis to review and update safety plans, procedures, and materials.
- b. The Safety Team develops and updates an Emergency Procedure Manual (*flip Chart*) and distributes to all staff on an annual basis. The Emergency Procedure Manual flip chart is posted in each classroom, shop, and lab space and includes information about the procedure to be followed in several types of emergency.
- c. The school district in cooperation with federal, state, and local authorities will conduct (*at least*) the minimum amount of school-wide fire drills, school bus evacuations, and school-wide evacuation drills as required by law.
- d. Each classroom, lab, shop, and public area has appropriate exit instructions and signage clearly visible to all occupants in accordance to Federal, State, and Local regulations.
- e. Fire drill and emergency evacuation instructions are covered by instructors and staff during orientation on the first week of school.
- f. The Safety team reviews and updates all exterior pattern flows and make the appropriate changes to ensure the safety of pedestrians, as well as, students, staff, and guests riding in school buses or personal vehicles.
- g. The Safety Team reviews and puts into place any safety modifications that need to be made to interior pattern flows based upon: building design, repair, modification, or new construction.
- h. The Safety Team meets with local health and safety authorities to review school-wide emergency procedures; in order for first responders to become familiar with any changes or updates to the facility.
- i. Staff members report all potential health or safety issues to their direct supervisor in a timely manner.
- j. SDS information sheets are updated as new products arrive or as products change within all areas of the school district.
- k. Safety information is updated in student and staff handbooks.
- l. Staff receives safety training on all new equipment, tools, and chemicals.

- m. Students receive safety training on all equipment, tools, and chemicals used in their learning environment.
- n. Where appropriate, exhaust, chemical, and other fumes are properly vented from lab/shop areas using equipment specifically designed for such purposes.
- o. Highly flammable materials are stored in approved, non-flammable, metal cabinets or in outside storage areas specifically designed and labeled for such purposes.
- p. Students, staff, and guests wear appropriate safety equipment and attire while working in or visiting lab/shop settings.
- q. All students submit the required health information as part of the admissions process.
- r. Staff and student emergency contact information is updated on an annual basis and this information is stored in electronic student and staff databases.

## **2. Health and Safety Reporting:**

- a. All accidents, injuries, or illnesses are immediately reported to the nurse. Emergency contact numbers are posted in every classroom/lab/shop.
- b. After-hours, when a school nurse is not on duty, 911 is called in case of accident, illness, or injury (*as warranted*). Evening faculty and students should refer to the Evening Safety Protocol sheet. A School Nurse is available on Monday through Wednesday, from 7:30 a.m. - 6:00 p.m. on all designated school days. On Thursdays and Fridays after 3:00 p.m., or other times when the school nurse is not available, an administrator on duty becomes the designee. In the event of an accident, illness, or injury that warrants emergency attention, 911 is called.
- c. First aid (*if it is necessary*) is administered by the most experienced school adult present until the school nurse/or designee arrives on the scene of an accident, injury, or illness. Once the school nurse/or designee arrives, the school nurse/or designee takes control of the scene. School administrators and staff members follow the directives of the nurse.
- d. The school nurse/or designee reports the condition of the patient to emergency responders so that they may better evaluate the condition of the student, staff member, or guest.
- e. An accident/incident report is completed for each accident, injury, or illness that occurs on campus or during a school related activity off campus. A copy of the accident/incident reports is sent to the appropriate administrator.
- f. The school nurse/or designee notifies the appropriate emergency contact of an individual who requires medical attention as soon as possible.
- g. The school nurse confidentially informs teachers and administrators of students, staff members, or guests who have serious health issues.

- h. The school nurse contacts the proper local state/federal authorities concerning any individual or school-wide health issues that could affect students, staff, or visitors.
- i. The Director of the Southeastern Technical Institute, under the authority of the Superintendent makes every reasonable attempt to communicate with staff, students and guests regarding any potential or real health or safety issue.

**3. Health and Safety Investigation:**

- a. Incidents, accidents, and illnesses involving students, staff members, or guests may involve further investigation to ensure proper safety protocols were followed or were in place. The school nurse in cooperation with the administrative staff collects information regarding the nature of the incident/accident/illness. In such cases, the primary goal of the investigation is not punitive, but rather an attempt to prevent future injuries.
- b. Accidents, injuries, and illnesses are reviewed by the administrative staff and staff members involved in order to develop updated safety procedures and training for students and staff.
- c. Staff members who become injured on the job, necessitating lost time and medical expenses, may be eligible for worker's compensation benefits:
  - i. The employee notifies their supervisor of the injury or illness and report to the school nurse.
  - ii. The employee completes the employee section of the incident report (*as soon as they are able*).
  - iii. The employee follows-up with their supervisor with any and all medical documentation regarding their illness or injury.
  - iv. The Business Office under the direction of the Business Manager completes all required insurance documents concerning new and on-going worker's compensation cases.
- d. The Business Office under the direction of the Business Manager completes all required insurance documents regarding incidents, accidents, or injuries sustained by students, staff members, or visitors.

**4. Distribution to Employees**

- a. Faculty and Staff have access to the Employees, Students, and Guests - Health and Safety Plan through the STI Shared Folder. Hard copies are distributed at staff meetings and are available through the Southeastern Technical Institute office.

**5. Distribution to Students**

- a. The Employees, Students, and Guests – Health and Safety Plan is reviewed with students during orientation. The plan is available to students and faculty on the website.

**6. Evaluation**

- a. The plan is evaluated by the Safety Team and at STI staff meetings.