



## **HEALTH CARE AND SAFETY OF EMPLOYEES, STUDENTS, AND GUESTS PLAN**

### **PURPOSE**

The administration, faculty, and staff of Lake Technical College (LTC) believe that a safe, clean, and comfortable environment in which students can learn and prepare for successful entry into the workplace is critical. The purpose of this plan is to assure health and safety of LTC's employees, students, and guests.

### **REPORTING AND INVESTIGATING ACCIDENTS**

The safety of each student, visitor and staff member shall be considered of paramount importance; therefore, prompt and efficient treatment of all accidents is necessary. Student information is located in the Admissions Office listing emergency contacts, parental permission to act in emergency situations, as appropriate, and notations of any unusual health conditions. The Executive Director shall be notified immediately when serious accidents occur.

#### **Student Accidents**

When a student has an accident, whether on campus or off campus at a school-related activity, the faculty member in charge or witnessing the student's accident must complete the LCSB approved Accident Report, turning it in to the Senior Executive Specialist before the end of the day of the accident. The accident report is then reviewed by the administration and submitted to LCSB Risk Management within 24 hours. No copies are to be made for the school as per LCSB policy regarding confidentiality. Additionally, accidents at the Instructional Service Centers shall be reported to Lake Sumter State College's Campus Security.

#### **Visitor Incidents**

If a visitor has an accident/incident on campus, the staff member witnessing the incident must complete the LCSB approved Incident Report, turning it in to the Senior Executive Specialist before the end of the day of the accident/incident. Incidents at the Instructional Service Centers shall be reported to Lake Sumter State College's Campus Security.

#### **Staff Accidents**

If a LTC staff member has an accident, the injured staff member must report to the Senior Executive Specialist before the end of the day of the accident to complete the LCSB approved Accident Report.

All accidents and incidents that occur at LTC are investigated by a member of the administrative team, and the results are shared with the Executive Director. Corrective actions are noted on the appropriate Accident or Incident Report.

## **PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES**

All faculty, staff, and administration are responsible to report to the Director of Facilities any safety issues that they identify. In addition, LTC's Safe Schools and Employee Workplace Safety Committees are jointly responsible for identifying and notifying administration of safety issues. The Safe Schools Committee includes students and addresses issues regarding campus safety and proactive strategies to guarantee a safe learning environment. The Employee Workplace Safety Committee addresses issues such as natural disasters, hazardous wastes, worker's compensation and safety drills to comply with federal safety guidelines. These committees, consisting of student, faculty, and staff representatives, meet throughout the year to help identify and eliminate potential safety hazards on campus.

## **EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN**

LCSB develops and annually updates the Emergency Response and Crisis Management Plan that ensures the health and safety of the institution's employees, students, and guests, and LTC follows the established procedures. The plan consists of LCSB district-wide protocols for response, evacuation, medical, student welfare, violence and crime, natural disaster, facility, and hazardous materials. LCSB also develops and annually updates the Health Coordinator Manual that includes such topics as Automatic External Defibrillator (AED) information, blood borne pathogens, Right to Know information, and first aid emergency care, and LTC follows the established procedures.

Using the LCSB template, LTC develops the School Emergency Plan which is reviewed by LTC's Employee Workplace Safety Committee and the administration and updated annually.

## **DISTRIBUTED TO EMPLOYEES AND MADE AVAILABLE TO STUDENTS**

Safety procedures are reviewed with faculty and staff annually and are included in the LTC Policies and Procedures Manual which is available on the institution's intranet. Emergency evacuation procedures are posted in all classrooms for student access. Students are informed of the institution's safety policies and procedures during school and program orientations, and safety information is available in the catalog and posted on the school's website.

## **EVALUATION OF THE PLAN**

In addition to the input received from the Safe Schools and Employee Workplace Safety committees, suggestions for health and safety are received from a variety of sources such as program advisory committees, students, faculty and staff climate surveys. Feedback from the annual climate surveys completed by students, faculty, and staff provide additional input for identifying and eliminating potential safety hazards on campus. The administrative team discusses the input received and annually reviews and revises the plan as needed. The plan for assuring the health and safety of LTC's employees, students, and guests has been distributed to staff via the LTC intranet and is available to students and the public on the LTC website. The Emergency Response and Crisis Management Plan established by LCSB and implemented by LTC is not available to students or the public per LCSB mandates.