

# Davis Technical College

## Health and Safety Policy

Effective Date: 16 March 2023

### 1. Purpose

Health and safety at Davis Technical College (“the college”) is designed to protect the college’s property, report crimes, and help provide a safe, secure environment for employees, students, and visitors.

### 2. References

- 2.1. Council on Occupational Education Handbook of Accreditation
- 2.2. Federal Emergency Management Agency (FEMA)
- 2.3. Federal Clery Act
- 2.4. Occupational Safety and Health Administration (OSHA)
- 2.5. Utah Division of Risk Management
- 2.6. Utah State Fire Marshal’s Office

### 3. Definitions

**3.1. Emergency Operations Plan** – The college’s Emergency Operations Plan outlines procedures for responding to emergencies and meets Federal Emergency Management Agency (FEMA) requirements. It contains the roles and responsibilities of the Emergency Operations Team including incident response, emergency action, emergency guidelines, threat assessment, fire safety, lockout/tagout procedures, and business continuity plans.

**3.2. Health and Safety Plan** – This plan is intended to inform employees, students, and the public of health and safety on campus in cases of sickness, accidents, and emergency medical needs. It also functions as the system for reporting and investigating accidents. For purposes of this policy, the term health refers to factors under control of the institution.

**3.3. Incident** – An action or event that is a security threat to a person or property (both tangible and real); has the potential to cause an injury, has caused an injury, physical or mental, to a person; or to cause damage to real and/or tangible property.

**3.4. Utah Division of Risk Management** – This state division provides liability, property, and vehicle insurance coverage for the college. The division requires those insured to complete an annual inspection to identify and eliminate hazards that can negatively affect people and property.

### 4. Policy

#### College Safety

**4.1.** The college will take reasonable precautions to provide a safe, secure environment for people, by ensuring that facilities, equipment, and property are well maintained and comply with federal and state laws.

**4.2.** Directors, managers, and supervising staff members will ensure departmental employees have required safety resources.

- 4.3.** An annual State of Utah risk management inspection will be conducted according to defined procedures to verify facilities are adequate and safe, instructional equipment and supplies meet appropriate and required safety standards, and resources and procedures are in place to respond to accidents or emergency needs on campus.
- 4.4.** Employees who order or use hazardous materials will follow defined Occupational Safety and Health Agency (“OSHA”) procedures.
- 4.5.** First aid kits and Automated External Defibrillator (AED) will be in each campus building and the contents will be checked quarterly.
- 4.6.** Emergency Guidelines Quicklists will be made available to employees with procedures for basic emergency response.
- 4.6.1.** Employees will comply with procedures outlined in the Emergency Guidelines Quicklist.
- 4.7.** Employees involved in any type of incident will complete and submit an incident report to the Security and Risk Management Office.
- 4.7.1.** Employees will inspect instructional equipment and supplies regularly to ensure they meet appropriate and required safety standards.
- 4.7.2.** Unsafe equipment or supplies will be promptly shut down or removed, rendered safe by isolating energy sources as per lockout/tagout procedures, reported to facilities maintenance and the Safety and Risk office, repaired and/or replaced as needed.
- 4.8.** Employees will promptly report unsafe situations, potential safety hazards, security issues, suspicious behavior, criminal activity, and risk management issues to their supervisor and follow- through until the issue has been resolved.
- 4.8.1** If an employee believes that a satisfactory resolution to a reported concern has not been achieved, they will contact the Safety and Risk Manager, the Director of Facility Services, or appropriate Vice President and follow- through until the issue has been resolved.
- 4.9.** Employee safety training requirements, including job-specific requirements, will be completed as prescribed by OSHA in accordance with 29 CFR 1910 and/or 29 CFR 1926.
- 4.10.** Employee safety training records will be maintained by the college’s Human Resources Department. Annual reports are available to employees and supervisors to ensure adequacy and currency of training.
- 4.11.** A Health and Safety Committee, led by the Safety and Risk Manager, will be comprised of select employees and at least one student representative. The committee will meet at least quarterly.
- 4.12.** The Health and Safety Committee will review regulatory requirements, incident reports, and the Campus Security Report to ensure compliance and continuous improvement of safety on campus.
- 4.13.** The Health and Safety Committee will conduct quarterly program health and safety resource evaluations to verify safety resources are in place and meet defined criteria.
- 4.14.** The Health and Safety Committee will develop an annual Health and Safety Plan to assure the health and safety of employees, students, and guests in cases of sickness, accidents, or emergency health care needs on campus.
- 4.14.1.** The Health and Safety Plan will include a system for reporting and investigating accidents and define evaluations used to set goals for improving safety on campus.
- 4.14.2.** The Health and Safety Plan will be made available to employees and students.

- 4.15. First aid supplies will be readily available in occupational programs and will be inventoried quarterly.
- 4.16. Each program will have adequate first aid and safety resources that are reasonable for the program and associated risks.
- 4.17. Job-related health, safety, and fire prevention will be an integral part of instruction in each program and faculty will oversee safety instruction and enforcement in the classroom, lab, and shop areas.
- 4.18. Instructional equipment and supplies will meet appropriate and required safety standards.

**5. Approval and Notes**

Expanded President's Council Approval: 23 January 2023

President's Council Approval: 16 March 2023

Board of Directors Approval: 6 December 2018

Updated to align better with the College Health and Safety Plan: 26 November 2018

Expanded President's Council Approval: 12 November 2018

Expanded President's Council Approval: 13 August 2012

Revised Board Approval: 15 September 2011

Board Approval: 23 September 2010