

Tooele Applied Technology College

Health and Safety Plan

Health, Safety and Safety Contact Information

Emergency: 911

Non-life threatening emergencies: Facilities Manager 435-248-1820

Security Concerns: Facilities Manager 435-248-1820

Health and Safety Statement

Health and Safety at the Tooele Applied Technology (TATC) is in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures. This plan is intended to promote a safe, secure, healthful learning and work environment. The plan outlines the protocol for the management of the health and safety of employees and students in cases of accidents, fire safety, emergency and evacuation, security and safety on campus (procedures found in Emergency Procedures Plan).

Safety Committee

The Safety Committee reviews the components of the Health and Safety Plan on an annual basis. The committee will also review State Risk Management audits, incident reports that are filed at the College, and other safety concerns as they arise.

Standard Response Protocol

The Standard Response Protocol is a nationally recognized program created to provide a consistent language and series of actions for students, staff and first responders, during a crisis. Students and College employees will receive and review Standard Response Protocols during their initial orientation to Tooele Applied Technology College.

There are 4 actions:

- Lockout – “Secure the Perimeter”
- Lockdown – “Locks, Lights, Out of Site”
- Evacuate – “To the East side of the Flag Pole”
- Shelter – “For a Hazard Using a Safety Strategy”

Emergency Notification and Campus Closures

TATC uses a third-party mass notification system (Crisis Manager App) which all student and faculty are asked to download on their smart phones and devices. The system is used to notify students and employees of campus-wide emergencies or closures via the app. We also send out the same notifications through email, post on TATC website, Facebook, twitter, and change front office phone message. TATC administration regularly tests the system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate.

Procedures for Investigating Incidents

All incidents on campus are followed-up with an incident report, which allows the TATC Safety Committee and Human Resources to document the incident, evaluate the response and determine if further action is needed. Incident reports are filled out by instructors, supervisors or students and can be found on the TATC website and the Crisis Manager app.

Instructor Responsibility

Instructors oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Instructors lead safety training during orientation, specific courses, or as safety concerns arise. Students must comply with safety training and practices. Students are not to be transported to a medical facility or home by employees.

Student Responsibility

Safety instruction is an integral part of TATC programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Employee Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of TATC programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concern to their instructor. Violation of these standards may result in the imposition of sanctions or discipline.

Safety Resources

Program specific safety resources such as sharps disposal, Material Safety Data Sheets, blood borne pathogen kits, eye protection, hand protection, hearing protection, and eye wash stations are located in specific areas. Evacuation maps are posted and first aid kits available in each classroom and office area. An Automated External Defibrillator (A.E.D) is also available in the hallway across from the Book Store.

Fire

Pull a fire alarm. Vacate the building immediately according to the Evacuation Plan for your area. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" has been given and the alarm ceases. Call 911 to report fires or emergencies.

Earthquake

Take cover under a desk, table or in a doorway; or stand close to the wall in a hallway. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions.

Medical Emergencies

Report all minor medical emergencies to your instructor or another TATC employee. If it is a serious or life threatening medical emergency immediately call **911**.

Behavioral Disturbance

A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance or suspicious behavior on campus, report your specific observations to your direct supervisor and Facilities Manager **435-248-1820**.

Active Shooter or Threatening Person

If you observe someone appearing to be threatening with a weapon, other dangerous device, hear a possible gunshot, or feel lives are in danger:

- Put Building into Lockdown and call 911. If there is a direct exit use it. Do not enter the hallways. Do not pull fire alarm. If there is a not a direct exit then follow the Lockdown procedure, Locks, Lights, Out of Sight. Move to a classroom or office, lock the doors, make sure the lights are turned off and stay clear of doors and windows. Remain inside the room and await further directions.
- If the assailant attempts to enter your area or backs you into a corner, then fight back using any means available (as stated in Utah Code 76-2-402).
- If the police arrive, follow all instructions and keep your hands visible.
- The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

Weapons and Firearms

By Utah law, Section [76-10-505.5](#), a person may not possess any dangerous weapon, firearm, or short barreled shotgun, as those terms are defined in Section [76-10-501](#), at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.

However, there are exceptions to this law and a person is authorized to possess a firearm as provided under Section [53-5-704](#), [53-5-705](#), [76-10-511](#), or [76-10-523](#), or as otherwise authorized by law.

List of exceptions:

- Person has a permit to carry a concealed firearm (the fire arm should be concealed)
- Law enforcement
- Federal law enforcement
- U.S Marshal
- Judges

Definitions:

- “On or about school premises”
 - Is defined as: In a public or private elementary school, secondary school, and public or private institution of higher education. This includes all property and school grounds.
- “Dangerous weapon”
 - A firearm; or
 - An object that in the manner of its use or intended use is capable of causing death or serious bodily injury.
- “Concealed firearm”
 - Firearm that is covered, hidden, or secreted in a manner that the public would not be aware of its presence.
 - Readily accessible for immediate use.

Bomb Threat

If you find a suspicious package:

- Do not touch or use cell phones near the package.
- Ask everyone to stay clear of the Item
- Call **911** follow their direction and notify the Facilities Manager 435-248-1820 as soon as possible.

Environmental Hazards

Blood Spills:

If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another College employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another College employee.

Other Hazardous Materials:

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

- Contact Facilities Manager 435-248-1820
- If Facilities Manager is not available call **911**

Review. Dates

03/30/2017
04/15/2016
01/07/2016
11/11/2015
4/14/2015
11/11/2014
09/18/2014

