



Health and Safety Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Table of Contents

Overview	3
Accident Recording System	5
Employees.....	5
Emergency Care	6
Students	7
Public	7
Accident Investigating System	7
Site Emergency Plan	7
Crisis Response Plan	9
Safety Data Sheets	10
Photo Identification - Employee Badges	10
Jessica Lunsford Act	11
School Resource Officer – Campus Security.....	11
Evaluation – Revision	12

Overview

Manatee Technical College (MTC) is part of the School District of Manatee County (SDMC), located in Bradenton, Florida. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for our students. MTC maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories. Safety Policies and Compliance can be accessed via the internet at:

http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/HR/Risk_Management/Safety_and_Compliance.

The written plan is implemented at all MTC locations. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, the School District of Manatee County, overseeing all public schools including MTC implements policies, processes, and procedures relating to health and safety issues. These safety policies are in place, implemented, and regularly evaluated and revised through thorough reviews of accident reports, Safety Meetings, as well as soliciting input from employees and students through a suggestion box at the front desk and encouragement to express any safety concerns to their instructors or staff members. There is a system for reporting and investigating accidents that is followed by all staff as evidenced in the employee safety manual on the SDMC website.

The School District of Manatee County has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to

employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- Observe all safety rules
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines they have been trained and authorized on
- All employees must wear their employee ID card while on school district property per rules of the School District of Manatee County.

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or the Safety Committee at MTC. In addition the School District of Manatee County has a Risk Management Department to address issues. The Risk Management Department is charged with the responsibility of health and safety, but everyone is involved in the process. Anyone who becomes aware of an unsafe condition or practice, or witnessed a near miss accident, it is important that they report the circumstances to the Risk Management Department and to your campus facility maintenance personnel. This action may prevent a future accident.

We are a diverse and dispersed organization, and the staff at our various locations are more aware of their environment than anyone. If you become aware of an unsafe condition or

practice, or witness a near miss accident, it is important that you report the circumstances to the Risk Management Department and to your campus facility maintenance personnel. Your action may prevent a future accident.

Accident Reporting System

The accident reporting procedure is performed online through the School District of Manatee County website. All accidents or “near misses” must be reported immediately and an accident investigation is conducted. The purpose is to evaluate the accident, review how it happened, and determine if a potential hazard exists which can be reduced or eliminated so future incidents are not repeated.

All of our employees are expected to complete basic safety training, follow all safety policies, and use common sense in their daily activities.

Employees

As an employee, you are responsible to:

- Immediately report any injury received on the job to your supervisor or manager.
- Contact, or have your supervisor contact, the case manager prior to seeking medical care for an occupational injury that does not require emergency treatment.
- Obtain all medical care from providers authorized by the claims administrator.
- Follow your provider’s instructions regarding your treatment.

- Keep all scheduled appointments.

- Return to active employment when released by your physician.

Claim Reporting System In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Supervisor who, in turn, will receive authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the Triage Nurse Case Manager. ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

Emergency Care

- If it is a true emergency, have someone call 911 or take you to the nearest emergency room

- A MTC supervisor will call the School District of Manatee County to report the incident

- Any additional medical care that is needed will be coordinated through them.

After hours medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must notify supervisor no later than the next business day. Traveling employees except in emergency situations, who are injured outside of the service area must report injury immediately to the School District of Manatee County and Florida Blue to obtain prior authorization for the treatment. Unless prior authorization is received for non-emergency care outside of the service area, the employee could be held responsible for payment.

Students

If a student suffers work related injury/illness, a Student Accident Report should be completed on the same day of the incident and submitted that day to the Director's Secretary. The Director's Secretary will retain a copy for MTC's files and submit the form to the School District of Manatee County's Risk Management department for filing and/or action.

Public

If a non-district employee or student suffers work related injury/illness, a Public Incident Report should be completed on the same day of the incident and submitted that day to the Director's secretary. The Director's Secretary will retain a copy for MTC's files and submit the form to the School District of Manatee County Risk Management department for filing and/or action.

Accident Investigation System

The MTC Director completes a Supervisor Investigation Report as necessary and submits the report to the School District of Manatee County Risk Management office before the end of the working day on which the incident is reported. A Public Incident Report or Student Accident Report submitted to the district Risk Management office is investigated through their department procedures.

Site Emergency Plan

Each MTC Campus site has a specific Site Emergency Plan. Emergency procedures are in every program including administrative and common areas.

Every MTC classroom and lab area has a copy of the Manatee County Schools Emergency Plan (red flip book). Every year at the first staff meeting of the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classroom and is part of the School District of Manatee County's Emergency Operations Plan. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The school district's Emergency Operations Plan considers lessons learned from prior school incidents to highlight the importance of preparing for any hazard or emergency. The school district's Emergency Operations Plan is aligned with the emergency planning practices incorporating national, state, and local level safety practices and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.

Part of the School District of Manatee County's Emergency Operations Plan requires each school site to conduct regular drills for various scenarios (fire drills are required monthly implementing primary and secondary means of egress, severe weather such as tornado drills, lockdowns, shelter-in-place etc.) in order for staff, students, and visitors to be prepared during critical incidents. Each MTC Site's Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident.

Drills are announced on the intercom system and conducted so that students and personnel can react quickly and appropriately to an actual incident. All occupants of the school must participate. During the drills, administrators and selected staff members check students and staff leaving the buildings according to the plan. The plan is reviewed and revised annually or more frequently if needed.

Crisis Response Plan

The MTC Crisis Response Plan is aligned with the School District of Manatee County's Emergency Operations Plan, providing MTC school sites with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives, Appendices and Annexes. The plan utilizes the National Incident Management System (NIMS) and establishes the Incident Command System (ICS) in crisis response to ensure School District of Manatee County sites will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response and recovery from a threatened or actual emergency.

This emergency response plan is developed according to the School District of Manatee County's policy. All district schools have developed and implemented a school security program meeting the Florida State Statute 100.7 district school board duties relating to student school safety, including section (4) (a) which states that "the district board shall establish model emergency management and preparedness procedures."

A Crisis Response Team (CRT) is the group of individuals who work together to manage the emergency response of a critical incident at the school site. The CRT is comprised of both on site staff and administration. There will be one CRT at each school site. CRT members are made aware of the responsibilities entailed in being a member of the CRT. A CRT is established every August for each school site, and is posted for the School District of Manatee County's review.

The Crisis Response Plan is distributed to each school site. Local law enforcement, fire, and emergency management agencies will receive updated copies each August. Up-to-date USB devices will be forwarded to local first responders for emergency planning/response purposes through the school district's Safety and Security/Emergency Management office.

Safety Data Sheets

All school site Safety Data Sheets (SDS) are maintained and available in each laboratory in a visible "Right to Know" station, as well as the warehouse, and all areas where chemical storage is located. In addition MTC has posted the National Fire Protection Association (NFPA) diamond shaped Chemical Hazard Sign on the outside of labs. Access to MTC's SDS is also accessible through the School District of Manatee County's intranet. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill clean-up and first aid requirements, as well as the proper disposal of substances.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, MTC has developed a system of color coded photo identification badges that are issued to secondary and postsecondary students in technical programs, students in ESOL and GED classes upon registration, and to staff each year. Students enrolled in short-term or continuing education classes are issued a temporary student identification badge. All visitors must visit the front desk upon entry on the campus to receive a visitor's identification name tag. Students, staff, and guests must wear their badge in a visible location at all times, above the waist to ensure campus safety. Employee badges also provide access into the campus at most doors.

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

School Resource Officer – Campus Security

Clearly visible on campus on foot or in a Manatee Sheriff's patrol car is a School Resource Officer (SRO) and there are multiple security monitoring cameras used to enhance security and record events. The extension campuses also have a security measures in place.

They have contact via radio, cell phones and land lines to administrators at all times. SROs are fully certified law enforcement officers working as an extension of the school principal's office. SRO's wear uniforms in order to be visible to staff, students, parents, and the community. In situations where security aides are hired by the school district, a different identifiable uniform may be worn.

School district personnel monitor campus security 24 hours a day, 7 days a week. Intruder alarm systems are maintained and inspected for all buildings by a contracted security company. Maintenance of all fire extinguishers and the fire alarm system is contracted to a licensed service company.

Evaluation – Revision

MTC's health and safety written plan is reviewed annually by MTC's Advisory Committee as well as the Board of Governors. The School District of Manatee County also oversees all requirements for each school, to ensure that mandates concerning health and safety policies and procedures are adhered to.

Revised 11/22/2016

Reviewed and Approved by Board of Governors – 01.26.2017