



McFatter Technical College Health and Safety Plan

Revised 7/13/18

Introduction

The McFatter Health and Safety plan has been developed in accordance with district and state guidelines, and in keeping with best practices developed by the staff and administration at McFatter. Safety is everyone's job, and consequently it is important that all members of the team be aware of the plan and what may be expected of them.

Accidents and Reporting (6.12)

McFatter's policy for reporting and investigating accidents is based on Broward County Public policy. Health and Safety procedures and information are listed in the Personnel Handbook, starting on page 115. Forms required for documentation of accidents by any persons on the McFatter campus are available in administrative offices around the campus.

Procedures

STUDENT ACCIDENTS:

Special attention must be given to the prevention of accidents to students. Teachers will enforce adequate safety procedures to prevent accidents insofar as possible. In the event of an accident, the procedures listed below must be followed:

1. The first action to be taken after 911 is called (if deemed necessary by security or administration) is to immediately contact a McFatter administrator via radio or phone. In the case of a high school student, call the parent.
2. The involved department staff member completes the Student Accident/Illness form and forwards it to the appropriate Administrator's secretary who sends a fax to Risk Management at 754.321.2654.

3. Immediately after the Student Accident/Illness form is received, the appropriate Administrators secretary will notify the Office of Performance and Accountability of all student accidents and illnesses including the details of the student level (high school or post-secondary), gender, program of study and if 911 is called whether the student is transported and the name of the hospital.

4. IMS reports the student accident/illness on the L05 panel. 5. Administrator's secretary retains a copy of the completed Student Accident/Illness form on file. Note: If a high school student requires ambulance transportation, an administrator or a staff member will accompany the student to the hospital and wait until the parent arrives.

EMPLOYEE INJURIES (6.12)

A. The School Board is subject to the provisions of the Worker's Compensation Act. This act requires that all work connected injuries be reported promptly. Failure to do so will result in penalties.

B. If medical attention is needed for initial first aid treatment, approved copies of the First Report of Injury or Illness form should be taken with you for the attending physician/hospital. This form is available from the Office Manager or the payroll bookkeeper. Doctors and hospitals must be selected from the approved list.

C. Fees for treatment of work connected injuries are regulated and employees should not pay the doctor/hospital directly.

D. Any questions pertaining to Worker's Compensation claims should be referred to the office manager. When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in

providing appropriate information to emergency personnel. Vehicular Accidents In case of an accident involving a vehicle which takes place on campus or during instructional activities off campus:

1. If an injury occurs, contact 911 immediately.
2. Immediate notification of an Administrator and on-campus security is required. Anti-Bullying Policy The School Board of Broward County and McFatter Technical College are committed to protecting students, employees and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. All MTC staff members have seen the Anti-Bullying video and have reviewed the basic procedural steps for identifying and reporting bullying behavior. For additional information, contact Larry Rothman, Campus Designee at 754.321.5892.

Right-To-Know/Campus Security (6.12)

The Right-To-Know and Campus Security Act, Public Law 101-542, requires McFatter Technical College to provide information to students and employees regarding crime awareness and campus security. The information is distributed to each student in the Broward Technical Colleges' Student Handbook, and is available to employees and the public in the Office of Student Affairs.

Distribution To Employees (6.13)

This document is distributed via email by the Assistant Direct over safety & security to all staff for comments and suggestions annually.

Availability to Students (6.14)

This document is available on the McFatter Technical College website under “Students/Alumni”.

Evaluation/Revision (6.15)

This document is reviewed and revised annually with input from employees and students as described in the Campus Action Plan.

Distribution (6.14/6.15)

This document will be sent via email to all McFatter Technical College staff members prior to the back to school meeting and will be posted on the McFatter Technical College website for student access.

Please do not hesitate to reach out to Larry Rothman via email or phone if you have questions, comments, or suggestions regarding the McFatter Technical College Health and Safety Plan.