



HEALTH AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS POLICY

OPERATING | 500.535

Last Reviewed

1/2/2024

Employee Review

2/6/2024

Executive Staff Approval

1/8/2024

Board Approval

1/17/2024

1. Policy Purpose

The purpose of this policy is to summarize expectations for health and safety, and outline areas of responsibility for implementation and oversight.

2. Policy Statement

Mountainland Technical College (MTECH) is committed to providing a safe and healthy environment for students, employees and guests. It has procedures in place intended to protect the physical safety and health of constituents, and to protect facilities, equipment, and other property.

3. Definitions

Emergency Operations Plan – The College maintains written procedures to guide response to emergencies, and defines the roles and responsibilities of the emergency operations committee. Its responsibilities include crisis intervention, emergency action, emergency guidelines, threat assessment, lockdown, fire safety, lockout/tagout procedures and business resumption plans, which meet FEMA requirements.

Health & Safety of Employees, Students and Guests Plan– This plan focuses on the health and safety of students, employees, and guests at the various MTECH campuses and buildings. It provides direction on handling incidents of sickness,

accidents, and emergency health care needs. It also provides a system for reporting and investigating accidents. For purposes of this policy, the term “health” refers to factors under the control of the institution. The Health & Safety of Employees, Students and Guests Plan can be found [here](#).

Utah Division of Risk Management – This is a division of state government that provides insurance coverage for the College, and all state agencies, for liability, property, and vehicle coverage. The division requires those insured to complete an annual self-inspection survey to help agencies recognize and eliminate hazards that can affect students, employees, guests, and property.

Behavioral Intervention Team – The Behavior Intervention Team (BIT) team meets regularly to review issues, identify and assess threats to the College, and to recommend corrective actions. Membership on the team consists of administration, faculty, and staff.

First Responder Team – MTECH has appointed First Responders for every campus, day and night. Each of the assigned team members has a healthcare background, and participates in training on a regular basis.

4. References

- 4.1 Council on Occupational Education Handbook of Accreditation
- 4.2 Federal Emergency Management Agency (FEMA)
- 4.3 Federal Clery Act
- 4.4 Occupational Safety and Health Administration (OSHA)
- 4.5 Utah Division of Risk Management
- 4.6 Utah State Fire Marshal’s Office

5. Policy

- 5.1 The College President establishes this Health & Safety Policy to support the administration’s commitment for employee and student health and safety. Responsibility for its implementation and oversight is delegated to the Vice Presidents, Associate Vice Presidents, Directors, and Program Coordinators.
- 5.2 MTECH takes reasonable precautions to provide a healthy, secure environment for people, facilities, equipment, and property. The College also complies with federal law regarding campus safety. MTECH follows recognized standards for health, safety and fire protection, and strives continuously to reduce risk and prevent injury and the spreading of illness in all work environments. Faculty and staff at every level are required to fully cooperate with College safety guidelines, and to fully follow all

procedures relating to safety within their scope of authority. Failure to do so may lead to an investigation and appropriate disciplinary action.

- 5.3 Resources and support for health and safety programs are determined yearly in the College budgeting process. Objectives are set for continuous improvement.
- 5.4 Safety plans are communicated to the students, staff, faculty and administration. Training is provided on remediation steps for incidents or accidents at the College. Each program is responsible for setting safety and health guidelines that specifically pertain to the skills they are teaching.
- 5.5 When accidents occur or questions of health and safety arise on the job, MTECH maintains the right to require physical examinations, testing (including drug testing), and training of employees as mandated by federal and state rules and laws. The expense for this testing shall be borne by the College.

6. Revision History

Last Reviewed	Executive Staff Approval	Employee Review	Board Approval
4/10/2023	4/17/2023	5/4/2023	5/17/2023
1/2/2024	1/8/2024	2/6/2024	1/17/2024