



HEALTH AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS PROCEDURE

OPERATING | 500.535

Last Reviewed

1/2/2024

Executive Staff Approval

1/8/2024

Employee Review

2/6/2024

1. Procedure Statement

MTECH develops and implements safety and health programs consistent with federal law and best practices for activities and institutions. The College's Behavioral Intervention Team assesses possible threats to health, safety and security. They strive continually to reduce risks to people through prevention of illness, accidents, or threats. All stakeholders contribute to setting safety and health as priorities.

2. College Safety

- 2.1 The College takes reasonable precautions to provide a safe and secure environment for people at all campus locations and in all buildings. The Safety & Security Department ensures that employees have required safety resources.
- 2.2 A State of Utah Risk Management Self Inspection is completed yearly to verify the adequacy and safety of facilities, equipment, and instructional supplies. This also verifies that resources are in place to respond to accidents or emergencies.
- 2.3 Occupational Safety and Health Agency (OSHA) procedures are followed by employees ordering or using hazardous materials, and Material Data Safety information is retained in each location where these materials are used.

- 2.4 First Aid Kits, Stop the Bleed Control Kits, and Automated External Defibrillators (AED) are located in each campus building. All program labs have first aid kits, which are checked quarterly. If required, some labs have an eye wash station.
- 2.5 Emergency Procedure Quick Reference Guides and Evacuation Maps are provided in all classrooms and offices to guide emergency responses.
- 2.6 An [Incident Report](#) system is in use to report accidents, injuries, or incidents to administration and the Security and Safety Department.
- 2.7 Employees inspect instructional equipment and supplies regularly to ensure they meet recognized safety standards. Unsafe equipment will be shut down immediately and reported, repaired, and/or replaced as needed, per lockout/tagout procedure.
- 2.8 Unsafe situations, potential safety hazards, security issues, suspicious behavior, criminal behavior, and other issues that place the College at risk will be reported to supervisors/administrators and the Safety and Security Department who will follow through until the issue is resolved.
- 2.9 Employee safety training will take place on a regular schedule and will include items such as fire prevention, active threat/lockdown, chemical safety, earthquake, etc. Records of this training are maintained by the Safety & Security Department.
- 2.10 Each program will teach job-related health, safety, and fire prevention as an integral part of instruction. Faculty will oversee this instruction and will enforce safety rules in the classroom, lab, and shop areas.
- 2.11 MTECH utilizes a third-party mass notification system which is regularly updated with student and faculty contact information. This system is used to notify students and employees of campus-wide emergencies or closures via text message, voice message, and/or email. This system is regularly tested. Employees and students are responsible to ensure that their contact information is up-to-date and accurate.

3. Health

- 3.1 MTECH follows Utah County Health Department protocols to stop the spread of communicable illnesses such as COVID, Flu, Strep, etc. Those experiencing symptoms of sore throat, fever, nausea, vomiting, diarrhea,

- etc., should stay home. Risk may be reduced by careful handwashing and wearing of a mask.
- 3.2 Utah County Health Department guidelines are followed to notify students and employees of communicable disease outbreaks, such as COVID or Flu, and to govern the return to school or work.
 - 3.3 MTECH strives to keep facilities clean and sanitary with daily custodial routines. Supplies such as antibacterial soaps, hand sanitizer, face masks, and period products are readily available to students, employees and guests.
 - 3.4 In cases of minor illness, students and employees are encouraged to stay home and recover. Employees should notify their supervisor as early as possible. Faculty members should get a substitute, if possible, and should keep an emergency lesson plan on hand in the classroom.
 - 3.5 Arrangements for planned absences for doctor appointments, dental work, procedures, or surgeries should be made in advance. For employees, supervisor approval should be attained. Students should contact their instructor.
 - 3.6 For major illness or surgery that may require extended absence, employees are encouraged to contact their supervisor and Human Resources. Family Medical Leave (FMLA) may be available. Medical information is confidential and will be kept private.
 - 3.7 Students with a major illness or scheduled surgery should contact their instructor. Students who miss 10 days or more of a class face a mandatory drop from their program. Students are encouraged to contact an Academic Counselor to determine the best course of action relating to their extended illness or surgery.
 - 3.8 Each student is responsible to carry personal health and accident insurance. The College does not provide insurance coverage for students. All medical expenses, including ambulance charges, are the responsibility of the student.
 - 3.9 Employees or students with chronic or life-threatening illnesses may continue their daily pursuits as their condition allows, as long as they are able to meet performance standards, and medical evidence indicates that their conditions are not a significant current risk to themselves, others, or

property. This policy is meant to be an implementation of the Americans With Disabilities Act (ADA). It is not the intent of this policy or MTECH to give employees any rights or protections in addition to those described by the ADA.

3.10 MTECH Counselors can also direct students to resources for additional help.

4. Revision History

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