

# UINTAH BASIN TECHNICAL COLLEGE HEALTH AND SAFETY PLAN



## OVERVIEW

The following is a health and safety plan designed to assure the health and safety of the employees, students and guests of Uintah Basin Technical College (UBTech). It is intended to be distributed to the institution's employees as a guide and to be made available to students through UBTech's website. The health and safety plan is reviewed at least annually by the safety committee. It is comprised of the following sections:

- Safety Committee
- Emergency Procedures
- Risk Management
- Safety Training
- Accreditation Compliance

## SAFETY COMMITTEE

UBTech has established a safety committee that meets at least quarterly for the purpose of enhancing safety for the institution's employees, students and guests. The agenda may include the following:

- A review of accident reports and discussion of future prevention
- A review of safety surveys and inspections
- Coordination of required safety training
- Annual review of the health & safety plan
- Other safety concerns

At the end of each fiscal year, minutes of committee meetings are sent to Risk Management to document the institution's safety activities.

## EMERGENCY PROCEDURES

Each campus of UBTech has an emergency procedures plan specific to its particular location and circumstances. The plan directs employees, students and guests in emergency situations and outlines the critical coordination between UBTech and its emergency services providers and community partners. The following emergencies are addressed:

Lockdown	Suspicious Mail Packages	Earthquake
Utility Emergency	Severe Weather	Evacuation
Bomb Threat	Accidents/Medical Emergencies	Gas Leaks
Chemical/Biochemical/Radiological/Nuclear Attacks		Fire



## **RISK MANAGEMENT**

UBTech complies with guidance provided by Utah State Division of Risk Management (Risk Management) that incorporates relevant state and federal safety standards for facilities, equipment, supplies and personnel. The role of Risk Management is to insure and protect state assets, promote safety, and prevent losses through proactive, collaborative loss control and claims management, in partnership with agencies and institutions such as UBTech.

In conjunction with Risk Management, UBTech administers the following:

- An annual self-inspection survey that is designed to identify risk in specific areas such as instructional shop programs, organizational practices, building maintenance and physical security.
- An annual mock OSHA inspection by a loss-control specialist complete with management report

The findings and resolutions arising from the inspections are reported to the audit committee of the board of directors in regularly scheduled meetings.

## **SAFETY TRAINING**

UBTech requires employees to be trained in safety practices relevant to their specific duties and assignments as required by OSHA and other agencies. Training may include but is not limited to; hazardous materials, ladder use, lock out-tag out, confined space, respirator, forklift, scissor lift, blood borne pathogens, fire extinguisher, global harmonization and driver safety. The safety committee will collaborate with administrators, directors and supervisors to determine the appropriate safety training required. UBTech will retain a training record for each employee.

## **ACCREDITATION COMPLIANCE**

Standard 6

- Standard 6.11 "An appropriate plan for assuring the health and safety of the institution's employees, students, and guests has been developed and is in use".
- Standard 6.12 "Includes a system for reporting and investigating accidents".
- Standard 6.13 "Has been distributed to employees".
- Standard 6.14 "Is available to students".
- Standard 6.15 "Is regularly evaluated/revised with appropriate input from employees and students".